

Thurgood Marshall Academy Public Charter High School

STUDENT AND FAMILY HANDBOOK 2011–2012

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Welcome to Thurgood Marshall Academy PCHS

Welcome to Thurgood Marshall Academy. This handbook has been created to help students learn about and understand the expectations of the Thurgood Marshall Academy community. Please read this handbook carefully.

An exciting year of learning and discovery awaits our students. Individuals who attend Thurgood Marshall Academy will be prepared to meet the challenges of a college education and are on a path toward becoming active participants in our democratic society.

In addition to classroom activities, Thurgood Marshall Academy offers many co-curricular learning opportunities, such as tutoring, mentoring, Saturday programs, and field trips related to areas of study. The Table of Contents on the next page will explain where to find information on these topics and others.

Thurgood Marshall Academy strives to create a community of young people who are academically able, confident, and empowered to engage in our democratic society. An important aspect of this process is for students to develop responsibility for their own education. The underlying principle is that Thurgood Marshall Academy is a place for learning and getting along together. This handbook sets out rules and guidelines for maximizing learning opportunities for our students in an environment of high quality education.

We are delighted to have you with us and hope this will be a memorable and successful academic year for everyone.

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Thurgood Marshall Academy Driving Principles

These are the principles of our school culture and the beliefs by which all members of Thurgood Marshall Academy Public Charter High School community are expected to act.

I. Community

- We believe that students belong to multiple communities—educational, familial, cultural, national, and global—each with its own benefits and responsibilities.
- We believe that a learning community in which all students and staff thrive requires genuine respect among all members.
- We believe that justice is a key component of a healthy community, and practicing justice in our school prepares us to pursue it elsewhere.
- We believe that Thurgood Marshall Academy should be an active, just, and respectful member of the Ward 8 community.

II. Diversity

- We believe that a rich education promotes the respect of multiple perspectives and experiences.
- We believe that in order to meet the needs of each community member and create opportunities for success, we must respect that individuals learn and demonstrate learning in different ways.

III. Democracy/Participation

- We believe that our school reflects democratic principles of fairness, due process, equality, and justice.
- We believe that when we are decision-makers in our educational and social experiences we become agents of change in our own communities.
- We believe that preparation for post-secondary education demands that we integrate elements of a liberal education—science, the creative arts, mathematics, technology, and the humanities—in order to possess the skills to understand and influence our world.
- We believe that with the privilege of being a citizen of this community comes the charge of service and responsibility.

IV. Excellence

- We believe that excellence requires passion, focus, and commitment.
- We believe that when we are confronted with high expectations, challenged with meaningful work, and provided with appropriate tools, the best is brought out of each of us.
- We believe that true learning occurs when we question, investigate, and evaluate ideas.
- We believe that genuine growth requires constant reflection.

Academic Calendar SY2011–2012

August	11–12	New Teacher Orientation
	15	All Staff Professional Development
	15–26	Teaching Academy
	24	9 th Grade Orientation
		10 th Grade Orientation
		Parent Orientation
	25	11 th Grade Orientation
		12 th Grade Orientation
	29	First Day of School/ First Quarter Begins
		Last Day for Proof of Immunization
		Last Day for Proof of Residency
September	5	Labor Day/School Closed
	6	Law Firm Tutoring Begins
	10	ACT Testing
	14	College Night
	16	Clubs Fair
	21	Open House/PTO Meeting
	23	Last Day for Semester 1 Schedule Changes
October	1	SAT Testing
		Senior Portraits
	4–5	Benchmark Testing (9 th and 10 th grades)
	7	Law Day (Grade 9)
	10	Columbus Day/School Closed
	11	College Awareness Day
	12	PSAT Testing
		Senior College Trip
	15	Mentor Day
	20	Half Day/Teacher PD—No Law Firm Tutoring
	22	ACT Testing
	27	End of Quarter 1
	28	Faculty & Staff Retreat/School Closed
	31	Quarter 2 Begins
November	1	Picture Day (Grades 9–11)
	4	Law Day (Grade 9)
	5	SAT Testing
	8	All School Assembly
	9	Open House/PTO Meeting
	11	Veteran's Day/School Closed
	14–15	Benchmark Testing (9 th and 10 th grades)
	17	Application Help Night
	19	Mentor Day
	23–25	Thanksgiving Break/School Closed
	28	Classes Resume

December	1	Half Day/Teachers PD
	2	Make-up Senior Portraits
	3	SAT Testing
	5–9	Spirit Week
	8	Application Help Night
	9	Homecoming Celebration
		Law Day (Grade 9)
	10	ACT Testing
		Mentor Day
	13	Last Day of Classes
		Alumni Basketball Game
	14	Make-up Picture Day (Grades 9–11)
	14–16	Fall Portfolio Days (Grades 9–12)
	19–30	Winter Break/School Closed
January	2	Classes Resume
	5	Alumni Dinner
	9–10	Benchmark Testing (9 th and 10 th grades)
	12	FAFSA Night
	16	Martin Luther King Jr. Day/School Closed
		Scholarship Event (12 th grade)
	17–20	Mid Term Exams (Grades 9–12)
	19–20	Half Days (Exams)
	20	End of Quarter 2/Semester 1
	21	Mentor Day
	23	Quarter 3 Begins
	26	Half Day/Teacher PD
	28	SAT Testing
	31	All School Assembly
February		Open House/PTO Meeting
	9	Tax Night (Grade 12)
	10	Last Day for Semester 2 Schedule Changes
	11	ACT Testing
		Mentor Day
	14	Valentine's Dance (in school)
	16	Open House/PTO Meeting
	20	President's Day/School Closed
	23	School Play
	24	Law Day (Grade 9)
March	8–9	Benchmark Testing (9 th and 10 th grades)
	8	Junior/Senior College Night
	10	SAT Testing
	15	Half Day/Teacher PD
	17	Mentor Day
	23	Law Day (Grade 9)
		End of Quarter 3
April	26	Quarter 4 Begins
	2–9	Spring Break/School Closed

	10	Classes Resume
	12	College Fair Open House/PTO Meeting
	14	ACT Testing
	16	Emancipation Day/School Closed
	17	DC CAS Assembly
	18–20	DC CAS Testing (tentative)
	21	Mentor Day
	24	All School Assembly
	27	Job Shadow Day (Grade 10) Law Day (Grade 9)
	30	Faculty/Staff Appreciation Week
May	1–4	Teacher & Staff Appreciation Week
	8	Athletic Awards
	10	AP Literature Exam
	11	AP US History Exam
	15	AP Government Exam
	15	AP English Language Exam
	17	Prom
	19	Mentor Day
	23	Spanish Fair
	24–25	Senior Exams (Half Days)
	28	Memorial Day/School Closed
	29–30	Senior Exams (Half Days)
	31	Senior Make Up Exams Senior Parent Dinner
June	1–6	Senior Portfolio Final Exams (Grades 9–11)
	2	SAT Testing
	7	Make Up Exams (Grades 9–11)
	7–15	Spring Portfolio (Grades 9–11)
	9	ACT Testing
	13	Graduation
	15	Last Day of School
	27	Summer School Begins

Calendar subject to change.

Policies

Acceptable Computer Use Policy

The use of computers at Thurgood Marshall Academy offers opportunities for students to access the Internet and a subscription research database, as well as word processing, in order to enhance educational goals and objectives. Use of equipment in the computer lab, classrooms, and library is a privilege to the user and entails responsibility. The smooth operation of the networked and non-networked computers relies upon the proper conduct of users, who must adhere to guidelines for efficient, careful, ethical, and legal utilization of the resources. These guidelines are set forth in the *Acceptable Use Policy*, which outlines Thurgood Marshall Academy's expectations for and the responsibilities of the computer user. Students and families must complete an acceptable use form in order to be able to use school computers. The *Acceptable Use Policy* is available for review and signature as Appendix A.

Advisory

The advisory program provides additional support and mentoring for students. At the beginning of each school year, small groups of students are assigned to faculty advisors. Weekly Advisory meetings include team building exercises, individual guidance, character education, and other enrichment activities.

Assembly Program Guidelines

- Students will leave their books in their Advisory.
- Students will enter the meeting room with their advisors in a quiet and orderly fashion.
- Students will sit in the seats assigned to their Advisory unless otherwise instructed by an adult.
- Students will sit as far down the row as possible, so that others may easily find a seat.
- Students will remain quiet throughout the entire program except when an audience response is requested by a speaker.
- Students will remain seated until directed by their advisor to stand and exit.
- Students who demonstrate an unwillingness or inability to participate in the assembly prior to the beginning of the program, will be removed from the assembly.

Attendance at Thurgood Marshall Academy Events

Currently enrolled Thurgood Marshall Academy students are permitted to attend school-related events without the presence of a parent or guardian. Individuals under the age of 18 who are not currently enrolled students at Thurgood Marshall Academy are not permitted to attend any Thurgood Marshall Academy events unless accompanied by a parent or guardian. Students under the age of 18 may attend special events including but

not limited to prom, graduation, and other as warranted by Administration without a parent/guardian if they have met the criteria established by the Administration for the specific event. Any current student who is serving an Out-of-School suspension is not permitted to attend any Thurgood Marshall Academy event while serving the suspension. Any student who has been expelled from Thurgood Marshall Academy is prohibited from attending Thurgood Marshall Academy events on- or off-campus.

Backpacks and Book Bags

Backpacks, book bags, and bags of any kind **may not** be worn or carried throughout the school day. Students must store their backpacks and book bags in their lockers. Students may carry a small purse that is *no larger* than the size of a shoebox and cannot fit a textbook.

Breakfast

Thurgood Marshall Academy serves breakfast between the hours of 8:00 am and 8:30 am. There is no cost associated with breakfast.

Building Hours

Thurgood Marshall Academy is open and available to students as much as possible. As a general principle, following dismissal of regular classes, students are encouraged to use the school building for learning and extra-curricular purposes.

During the school year, the building opens at 8:00 am for breakfast. Students may not enter the building before 8:00 am each morning. Students who arrive before 8:35 am must report to the cafeteria. Students are not allowed anywhere else in the building before 8:35 am unless they have a signed pass from a teacher or staff member or are under the direct supervision of an adult.

On Mondays, Wednesdays, Thursdays, and Fridays, students are dismissed at 3:30 pm. If a student chooses, or is otherwise required, to stay after school, s/he must be under the supervision of an adult by 3:45 pm or s/he must leave for the day.

On Tuesdays, students are dismissed at 4:00 pm. If a student chooses, or is otherwise required, to stay after school on a Tuesday, s/he must be under the supervision of an adult by 4:15 pm or s/he must leave for the day.

All students must be out of the building by 6:30 pm Monday through Thursday, unless they are under the direct supervision of a Thurgood Marshall Academy faculty or staff member or there is a special event taking place. All students must be out of the building by 6:00 pm on Fridays, unless they are under the direct supervision of a Thurgood Marshall Academy faculty or staff member or there is a special event taking place. Students who do not comply with these policies will be asked to leave the building and may suffer disciplinary consequences if there is a violation of the Code of Conduct.

Cafeteria Expectations

All students must follow the posted cafeteria rules at breakfast, lunch, and after school.

Changes to Thurgood Marshall Academy Policies

Thurgood Marshall Academy policies may be added or amended during the current school year. Any major policy changes will be communicated to students and their families in writing.

College Counseling

Thurgood Marshall Academy prepares students for college. Students in all grade levels are exposed to college preparation activities. The college counselor provides assistance to students and families during the application process for admission and financial aid, including scholarships. College counseling supplements what students do in their everyday classes, which provide the skills needed to succeed in college.

Community Service

Community service refers to service that a person performs for the benefit of his or her community. These services are designed to improve the quality of life for community residents or to solve particular problems related to their needs. To be considered community service, an activity must be:

- Performed for no pay;
- Completed at a nonprofit institution, church, school, community center, library, hospital or other service-related organization;
- Beneficial to at least one other person and the larger community;
- Separate from a service activity for which the student is already receiving school credit or those mandated by a court or school disciplinary action.

Examples of activities that meet the community service definition include (but are not limited to):

- Working as a teacher's aide or office assistant
- Shelving books in the library
- Working in any capacity at a nonprofit organization
- Cleaning up the school on a Saturday
- Tutoring younger children
- Organizing a drive that for the collection of items including clothes, shoes, food, blankets, etc. for the benefit of those in need
- Reading to the elderly in nursing homes
- Restoring a park
- Volunteering at one's church
- Helping out a local fire or police department
- Sorting food at the food bank

- Serving meals at a homeless shelter
- Volunteering as a peer tutor

Please refer to the Graduation Requirements for specific community service requirements at Thurgood Marshall Academy. Specifically for promotion:

- To be promoted out of 9th grade, students must have completed 20 hours.
- To be promoted out of 10th grade, students must have completed 40 hours.
- To be promoted out of 11th grade, students must have completed 70 hours.
- Students must complete one hundred hours by May 15 of their graduation year.

Condom Availability Policy

The Condom Availability Policy was first established within the Department of Health's (DOH) Adolescent AIDS Prevention Program (AAP) in 1992. Implementation of the policy began in 1992 throughout the District of Columbia public high schools. This policy is designed to help prevent the spread of HIV/Sexually Transmitted Diseases (STDs) and reduce the incidence of unintentional pregnancies among youth. Since the inception of the policy, the Department of Health (DOH) has worked in partnership with public senior high schools to ensure that student education, counseling, and condom distribution services are available to all students who attend high schools with nurses supported by the DOH.

Because Thurgood Marshall Academy PCHS is a public high school, the Condom Availability Policy is implemented. Condoms are available to Thurgood Marshall Academy PCHS students based on the Condom Availability Policy through the school nurse, clinical counselor, health teacher, and student Deans.

The District of Columbia DOH, within its Disease Prevention Program, offers education, counseling, and the distribution of barrier methods, including condoms and dental dams to aid in preventing sexually transmitted diseases and pregnancy. Laboratory studies show that when used consistently and correctly condoms are effective in reducing the risk of HIV infection. Condoms are also effective in preventing the transmission of other STDs, hepatitis, and pregnancy.

Disease Prevention Program Implementation

Thurgood Marshall Academy PCHS staff authorized to give out condoms will receive annual training on the most recent, medically accurate barrier technology. Information provided in this training will be factual, evidence-based, current, and shall demonstrate sensitivity to the cultural and sexual diversity of students.

Education, Counseling, and Condom Distribution Services

1. Student Education

- a. Students will receive information on barrier methods during HIV and STD risk reduction classes by Thurgood Marshall Academy PCHS in the health program.
- b. All students will have the option of receiving individual health education by the school nurse or health teacher during the school year. Students may schedule health education services directly with the school nurse or health teacher. Students will be informed of this option and the procedure for obtaining individual health education services by flyer. School personnel shall provide monthly activity reports with non-identifiable student information as requested by the DOH.

2. Counseling

- a. All students shall have the option to receive private, confidential counseling upon request to the school nurse to obtain barrier methods.
- b. Students shall be given information on barrier method use, effectiveness and if requested, or needed, medical referrals.
- c. School nurses shall, upon request of the student, or if medically warranted, provide students with referral for further medical services and, or counseling. Students will be referred to their medical home, other primary care providers, free clinics, or local hospitals.

3. Distribution

- a. A variety of barrier methods to prevent sexually transmitted diseases shall be made available to student in the school nurse suite and health room.
- b. Students can receive up to 10 condoms and up to 10 dental dams per visit.

Contact Information

Thurgood Marshall Academy's address is 2427 Martin Luther King, Jr. Avenue SE, Washington, DC 20020. The telephone number is 202-563-6862; from this number, callers may transfer to other extensions. The school's website is www.thurgoodmarshallacademy.org. The fax number is 202-563-6946.

Thurgood Marshall Academy School Daily Schedule: 2011–12

Monday, Wednesday, Thursday, and Friday: A Days/B Days

11 th & 12 th Grade	10 th Grade	9 th Grade
Period 1/5: 8:45–10:15 am	Period 1/5: 8:45–10:15 am	Period 1/5: 8:45–10:15 am
Period 2/6: 10:20–11:00 am 11:35–12:25 pm	Period 2/6: 10:20–11:50 am	Period 2/6: 10:20–11:50 am
1 st Lunch: 11:05–11:35 am	2 nd Lunch: 11:55–12:25 pm	Period 3/7: 11:55–1:20 pm
Period 3/7: 12:30–1:55 pm	Period 3/7: 12:30–1:55 pm	3 rd Lunch: 1:25–1:55 pm
Period 4/8: 2:00–3:30 pm	Period 4/8: 2:00–3:30 pm	Period 4/8: 2:00–3:30 pm

Tuesday Advisory Day: A Days/B Days

11 th & 12 th Grade	10 th Grade	9 th Grade
Period 1/5: 8:45–10:05 am	Period 1/5: 8:45–10:05 am	Period 1/5: 8:45–10:05 am
Period 2/6: 10:10–10:55 am 11:35–12:05pm	Period 2/6: 10:10–11:30 am	Period 2/6: 10:10–11:30 am
1 st Lunch: 11:00–11:30 am	2 nd Lunch: 11:35–12:05 pm	Period 3/7: 11:35–12:55 pm
Period 3/7: 12:10–1:30 pm	Period 3/7: 12:10–1:30 pm	3 rd Lunch: 1:00–1:30 pm
Period 4/8: 1:35–2:55 pm	Period 4/8: 1:35–2:55 pm	Period 4/8: 1:35–2:55 pm
Advisory: 3:00–4:00 pm	Advisory: 3:00–4:00 pm	Advisory: 3:00–4:00 pm

On A Days students will have periods 1, 2, 3, and 4.

On B Days students will have periods 5, 6, 7, and 8.

Dismissal

At the end of the school day, students are expected to leave the building in an organized and respectful fashion. Students should be aware that all Code of Conduct rules apply when they are leaving the building and on the school grounds, and continue to apply until they have arrived at their home or other destination. Students who violate the Code of Conduct on their way home or to school may suffer disciplinary consequences.

Drug Policy

Thurgood Marshall Academy maintains a drug-free environment. Our Code of Conduct provides that Thurgood Marshall Academy will take punitive action against any student involved with drugs. Thurgood Marshall Academy will also take rehabilitative action in such cases through referrals to appropriate agencies. Students who are suspected of being under the influence of drugs while in school will be sent home with appropriate Code of Conduct consequences.

Electronic Devices

Radios, portable MP3 players, CD players, cassette players, Game Boy and other video game players, cell phones, PDAs, and pagers are **not permitted in common areas, hallways, classrooms, and the cafeteria.** The school will designate an area where students may use such devices **after school.** If a student brings any of these items to

school, s/he will be required to leave them in his or her locker until dismissal at the end of the day. If a staff or faculty member observes a student using, or in possession of any non-permitted electronic device, the item will be confiscated and given to the appropriate Divisional Dean. The student's parent/guardian will be notified and s/he will be required to come to the school to retrieve the item. **The school will not be responsible for lost or stolen electronic devices.**

Emergency Contact Information

All students must have Emergency Contact Information on file, listing the names and phone numbers of any adults (over the age of 18) who may be contacted in the case of an emergency. It is the parent/guardian's responsibility to keep this information accurate and current. Students and/or student records will not be released to any individual not listed on the Emergency Contact Information. Changes and/or updates to the Emergency Contact Information must be done in writing by the primary parent/guardian. Verbal changes will not be accepted.

Enrollment

Students are enrolled according to the Enrollment Procedures set forth by the DC Public Charter School Board. To be enrolled, a student must complete all necessary documentation, provide current proof of residency, and medical and immunization records. Failure to provide necessary documentation will result in a loss of enrollment slot.

Current students must complete an Intent to Enroll form annually by the set date. Failure to complete the Intent to Enroll form will result in a student losing his/her slot for the upcoming school year. The student will have to begin the enrollment process as a new entering student and may be placed on the waitlist.

Entering and Exiting the School

Thurgood Marshall Academy wants to maintain a safe and organized educational environment with minimal impositions on its members, so there are rules for entering and exiting the building. Students, family members, and guests must enter and exit through the main school entrance facing Martin Luther King, Jr. Avenue. Students must have their *current* school identification card (ID) in order to enter the building each day. **Students must present their IDs to security and Thurgood Marshall Academy staff when entering the school.** Family members and guests entering the school must report to the security desk to sign in, and then proceed to the main office. Before a family member or guest exits the building, s/he must sign out at the security desk. Students must exit the building from the main school entrance facing Martin Luther King, Jr. Avenue. **After a student leaves the building for the day, s/he will not be allowed to re-enter the building that day.** These rules help the security staff maintain the safety of the school.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Food

Students may not have food or drinks outside of the cafeteria. If a student brings his or her lunch, s/he may carry it in the hallway to and from lunch in closed or sealed containers or wrappers, but at no other times. All food or drinks must be stored in a student's locker during the school day except during his or her lunchtime.

Candy must be stored in a student's locker during the school day. Students may only have candy during lunchtime. Students may not chew or otherwise ingest gum at any time in the school building.

Forums

If a student, or a group of students, has a concern or issue and would like to discuss it with school officials, they may request a forum. To set up a forum, a student must complete a request form and submit it to the Academic Director. Forms are located in the Student Affairs suite.

Good Standing

Any student who is not in academic and/or behavioral good standing may be excluded from Thurgood Marshall Academy events. Students who are on Academic Probation, Disciplinary Probation, or a Final Probation Contract are considered to not meet the qualifications of good standing. The Administration reserves the right to exclude a student from any Thurgood Marshall Academy sponsored event based on the student's academic or behavioral record.

Grievance Policy

Thurgood Marshall Academy places a high value on the input of parents and guardians, and encourages parents to offer feedback on any aspect of the school program. If you are a parent who has a grievance, you are encouraged to contact the appropriate school staff member to discuss the area of concern.

If you feel your complaint, whether administrative or programmatic, is not addressed properly at the school level, you may file a complaint with the Office of the State

Superintendent of Education (OSSE). The most current OSSE complaint form can be found at:

http://osse.dc.gov/seoframes.asp?doc=/seo/lib/seofassessment_and_accountability/OSSE_ESEA_Complaint_Policy.pdf

If you have a concern or grievance that you wish to share with Thurgood Marshall Academy's Board of Trustees, please contact the Chair of the Board.

Harassment and Sexual Harassment Policy

Thurgood Marshall Academy PCHS is committed to providing all students with a safe and supportive school environment. Members of the school community, including teachers, students, administrators and staff, are expected to treat each other with mutual respect at all times.

This directive is issued to provide guidance on conduct that might give rise to complaints of harassment generally, and sexual harassment specifically, and the steps that school officers, parents, teachers, and students should take in responding to such conduct and/or complaints.

I. Harassment of Students or Employees by Employees or Other Students—Defined

Harassment is a violation of school policy, and includes verbal, nonverbal, and physical conduct that substantially interferes with a student's education or creates an intimidating or hostile environment. This includes, but is not limited to, harassment based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.

II. Sexual Harassment of Students or Employees by Employees or Other Students—Defined

Sexual harassment of students and employees is prohibited at Thurgood Marshall Academy. Sexual harassment includes, but is not limited to, unwelcome sexual advances, verbal sexual behavior, or nonverbal sexual behavior that substantially interferes with a student's education, or creates an intimidating or hostile environment.

III. Sanctions for Harassment and/or Sexual Harassment of Students by Students

Harassment generally, and sexual harassment specifically, of students by students is specifically prohibited by the Thurgood Marshall Academy Code of Conduct, and such harassment constitutes grounds for disciplinary actions and/or school exclusions as set forth in those provisions.

IV. Sanctions for Harassment and/or Sexual Harassment of Students by Employees

Harassment generally, and sexual harassment specifically, of students by employees is specifically prohibited by this directive and Thurgood Marshall Academy policy. Such conduct by employees will be subject to adverse action provisions as set forth in the Faculty Handbook, and may lead to adverse action including termination of employment.

V. Grievance Procedures for Harassment and/or Sexual Harassment of Students

Complaints of harassment generally, and sexual harassment specifically, of students by students, employees or other persons may result in an allegation of denial or abridgement of student rights as set forth in the Thurgood Marshall Academy Code of Conduct. When necessary, students and parents/guardians may avail themselves of the student grievance procedures. Any student who feels s/he has been harassed should report the incident to his or her Divisional Dean and/or another member of the Leadership Team.

Health Services

The Health Suite is located on the ground floor.

The nurse is responsible for coordinating all medical and nursing services provided in the school. Nursing services include: health assessments, health counseling, health care referrals, emergency care, first aid, and supportive health and safety education for all students and school personnel.

The nurse may administer medication with a physician's authorization and parental consent. Students must have on file a medication authorization form which can be obtained from the nurse. However, Thurgood Marshall Academy discourages the administration of medications at school. Parents/guardians should discuss with their child's physician the scheduling of medication at hours other than when the child is in school.

Students will not be admitted to the Health Suite without a valid pass from a teacher. The nurse will sign the pass noting the arrival time and the length of stay in the health unit. The pass will be given to the teacher upon the student's return to class. If the nurse determines that a student is too ill to remain in school, s/he will contact the child's parent/guardian. Students who are ill may not leave the building without written authorization from the attendance office.

Exclusion Criteria

Children may not attend Thurgood Marshall Academy if they have any of the following signs or symptoms:

- Any illness that prevents the child from participating comfortably in the school program
- Any illness that results in a greater need for care than staff can provide without compromising the health and safety of other children

- Fever (over 100 degrees by mouth, ear, or rectally)
- Difficulty breathing (e.g. uncontrolled asthma attack)
- Lethargy, irritability, persistent pain, or other sign of possible severe illness
- Vomiting (two or more times in the past 24 hours)
- Mouth sores associated with drooling (e.g. herpes stomatitis)
- Contagious rash (chicken pox, impetigo, scabies, ringworm of the scalp)
- Rash with fever or behavior change
- Infectious conjunctivitis (pink/red eye with white or yellow eye discharge)
- Head lice
- Sore throat and swollen glands to the point of discomfort and difficulty eating
- Persistent cough that interferes with activities

If the school nurse or Thurgood Marshall Academy staff/faculty suspect or learn of a student with a communicable disease, contagious symptoms or any of the above signs/symptoms the student must submit a physician's note indicating that he/she is eligible to be in school. Students will not be permitted to return to school activity without a physician's clearance.

Immunizations

Students must be up to date on all immunizations recommended by the District of Columbia DOH. If you do not want your child immunized for medical or religious reason, you must fill out the appropriate exemption forms available from the nurse. Students who do not have all of their immunizations up to date will not be permitted to attend school.

Communicable Disease

The DC DOH does not permit students to remain at Thurgood Marshall Academy if they have a communicable disease or symptoms of a communicable disease.

Parent(s)/guardian(s) should notify the school's nurse within 24 hours after the student has developed a known or suspected communicable disease. If a student is found to have signs or symptoms of a communicable disease, a notice will be sent home indicating the disease and the nature of the illness. The names of the students will not be provided. All information about communicable diseases is confidential.

The following communicable diseases must be posted or reported:

- Chicken pox/varicella
- Conjunctivitis, infectious (pink eye)
- Diarrhea: viral, parasitic or bacterial (e.g. E. coli, Salmonella, Shigella, Rotavirus, Norwalk agent, Enterovirus, Giardia)
- Diphtheria
- Fifth Disease/Erythema infectiosum
- Haemophilus influenzae type B (Hib)
- Hepatitis A
- Hepatitis B
- Hand, Foot, and Mouth Disease
- Herpes simplex virus stomatitis (severe case of oral herpes)

- Impetigo
- Influenza (the flu)
- Lice
- Lyme Disease
- Measles
- Meningitis, viral or bacterial (e.g. meningococcus, enterovirus)
- Mumps
- Pertussis (whooping cough)
- Rabies
- Rubella
- Ringworm of scalp or body
- Scabies
- Stomach virus
- Strep throat/Scarlet fever
- Tuberculosis
- Typhoid Fever

Medication

The school nurse and/or trained staff may administer medication to students while in school. Students must have on file a current Medication Authorization Form signed by a current physician. No medication will be administered unless you have completed a Medical Authorization Form. The form must be completed each school year.

- Prescription Medicine—Prescription medicines will be administered by the nurse or trained staff only if left in the original container and only according to the instructions on the container.
- Non-prescription Medicines—Thurgood Marshall Academy staff and/or nurse will not administer any nonprescription medication without a note from physician. Please cooperate by not asking our staff to administer drugs without instructions from a physician.

Students must secure all remaining medication by the last day of school from the school nurse. Any medication left after the last day of school will be discarded.

Homeless Students/ McKinney- Vento

Thurgood Marshall Academy provides services for students who qualify as homeless under the McKinney Vento Act. Families receive information on the McKinney-Vento Homeless Education Assistance Act annually. The school's McKinney-Vento liaison acts as the main point of contact for families and government agencies. Referrals may be made to the student's Dean or McKinney-Vento liaison.

The McKinney-Vento liaison annually informs staff and parents/guardians of steps to take when referring a child for assessment, common signs of homelessness, and services that will be made available to all identified students. Referrals and assessments will be on-going throughout the year. Once a student is successfully identified, the liaison—in cooperation with school staff—ensures and records that all services are being rendered to

the student if need is presented; Metro cards, uniforms, and supplies will be handled through the office of the liaison. All students, regardless of situation, are tracked academically through their Divisional Dean. If a student is identified for having an IEP, through the SEDs system, they will receive Special Education in a timely manner from the Special Education Department. On a quarterly basis, the McKinney-Vento liaison will check in with all students identified as homeless to verify that services are being provided. If, at any time, a disciplinary hearing is required due to an identified student's actions, the liaison will sit in on the meeting to verify that those actions were not as a result of their living situation.

All identified students will be re-assessed annually, unless a change in living situation is presented to the school.

Internet Policy

Thurgood Marshall Academy provides Internet access for students to do research for school projects and class assignments. To ensure that students become responsible Internet users, Thurgood Marshall Academy permits Internet access under the following circumstances:

1. During class, students may use the Internet for class-related work under the supervision of the teacher of the class.
2. Before and after school and during lunch, students may use the Internet to find information about subjects approved by the staff member providing supervision.
3. During Advisory, students may use the Internet under the supervision of their advisor.
4. During tutoring, students may use the Internet for locating information on homework topics under the supervision of a tutor.

No food, drink, or gum is allowed in any computer area. Chat room/social community visits are not permitted, unless part of a teacher assigned assignment. No printing will be allowed without the permission of the supervisor.

Students who violate the school's *Acceptable Use Agreement* (see Appendix A) will have all computer privileges suspended.

Laptop Use

Students may use their personal laptops in the school building with the permission of their Divisional Dean or Academic Director. Students may not use the laptop during a class period unless permissible by the teacher. Students may not access the school's server at any time. Students who have lost the privilege of using school computers due to a violation of the Acceptable Use Agreement will not be allowed to use their own personal laptop in the school building. This policy shall apply to all laptops, iPads, touchpads, and similar devices whose purpose is not for phone communication.

The school is not responsible for any damaged, lost, or stolen laptops. It is the student's sole responsibility to secure and care for his/her laptop if he/she elects to bring it to school. Additionally, the school does not provide any technical repair services or software for student use on personal laptops.

Library Hours

The library is open in the morning, during lunch, and after school for student use. To establish an environment supportive of school work, study, research, and enjoyment of book and educational media there, Thurgood Marshall Academy has the following rules:

Morning Hours: Students may use the library between 8:00 am–8:35 am Monday through Friday. When a student arrives in the morning, s/he may request a pass at the front door and report to the library.

After School Hours: Students may use the library Monday through Friday after school. Space is available on a first-come-first-served basis each day. Students must sign in and out when using the library after school.

Please see the Library and Media Center section for a more comprehensive outline of the center's use.

Lockers

Each student will be issued a Thurgood Marshall Academy locker. Students are not allowed to use their own locks on these lockers. **Each student's locker is school property and may be searched by school officials at any time.**

Each student is responsible for any item found within his or her locker. ***Students are not permitted to share lockers or give their locker combinations to other students.*** Each student is responsible for any items found in his or her assigned locker, as well as for any items missing. Thurgood Marshall Academy is not responsible for any items lost from lockers. Lockers will be cleaned out on the last day of school each year and any remaining contents will be disposed of.

Lost and Found

The Lost and Found Box is located in the front lobby at the security desk. Students must ask a security guard for assistance with the Lost and Found Box either before or after school, or at lunch. All items that are collected will be kept for two weeks. After each two week period the items in the Lost and Found Box will be discarded. Thurgood Marshall Academy is not responsible for lost items or items in the Lost and Found Box. Any item(s) confiscated by a school staff/faculty must be claimed within two weeks or it will be discarded.

Lunch

There is a cost for lunch that is served each day. Students who consume a lunch will owe the school any costs associated with the meal. Students may bring their lunch if they wish. Thurgood Marshall Academy is a closed campus; students may **not** leave campus to obtain food nor are they permitted to order food for delivery. Students are not permitted to eat or drink outside of the cafeteria.

Free and Reduced Meal forms are part of the enrollment process for each upcoming school year. The only method of receiving free or reduced cost lunch is to complete these forms each school year. Forms are available through the Enrollment process or from the main office. Failure to complete a form or provide missing information is the responsibility of the parent/guardian. The school **is not** responsible for a parent/guardian's incomplete or missing forms.

Students who eat any school meal will be assessed appropriate fees. The school does not deny a student a school meal if he/she requests one.

Prohibited Items

Drugs, alcohol, tobacco products, weapons, sharp objects, and other potentially dangerous substances or objects that are, or could be, intended to inflict harm are prohibited. Possessing or using prohibited items are grounds for expulsion.

School Closings

Thurgood Marshall Academy follows all DCPS school delay/closing decisions. Information regarding school closings due to snow, excessive heat, etc., as well as other emergency information related to the school, will be announced on local radio and television stations.

In the event that the school is closed for more snow and/or emergency closing days than allotted per each calendar year, a contingency plan will be enacted to restore academic days.

School Materials Policy

The school provides a variety of materials to aid students' learning. Students must use these items with care and respect, as they and their parents/guardians are responsible for the cost of any school property that is lost or damaged. Students purchase their own notebooks, folders, pens, pencils, paper, and other necessary school supplies. They will be given a student planner to record assignments and other responsibilities. If a student loses his or her planner, s/he may purchase a new one for \$5.00 while supplies last.

Student Activities

Throughout the school year, students have the opportunity to participate in various activities in and out of the school building. These activities may include a field trip, guest speaker, prom, senior class trip, or other school sponsored events both during and after school. Students must meet eligibility criteria to participate in the event. Criteria for each event are determined on a case by case basis and students are informed of the criteria prior to the activity. Criteria include a student's:

- Academic standing and performance
- Discipline conduct and infraction points
- Student fees (if applicable)
- Other criteria determined by the administration as pertaining to the event

Student Fees

Student fees accumulated during any school year must be paid in full to receive final report cards, transcripts, or school records when withdrawing or transferring a student. Senior students with an outstanding balance will not be allowed to participate in graduation activities. If students have outstanding bills, they may not be able to participate in school activities throughout the school year or subsequent school years.

Families receive updates of student account bills throughout the school year. Student fees are assessed for the following:

- Textbooks
- Lunch and breakfast bills
- School uniforms
- School IDs
- School supplies
- Student testing fees (PSAT, SAT, ACT, AP exams)
- Student consumables (workbooks, novels, lab materials, any other supply provided to a student).
- Senior fees including graduation, prom, senior trip, etc.
- Any other item where a fee is assessed by the school

The fee schedule below represents student fees. These are subject to change.

Item	Cost
Supplies and Food	
Textbooks	\$15 to \$150 dollars per book
Student handbooks	\$5
Advanced Placement Exams	\$86 per exam <i>(TMA will subsidize a portion of the costs of each exam for students who take the exam and enroll in the course. The subsidy will be determined each school year.)</i>
Senior Fees	To be determined annually
Senior Trip	To be determined annually
Lunch	\$3.25
Breakfast	\$0
Uniform Items	
S–XL polo shirts	\$22
2X and 3X polo shirts	\$24
S–XL Sweaters or Fleece	\$30
2X and 3X Sweaters or Fleece	\$33
Khaki pants	\$20
Black shoes	\$20
Black socks	\$3
Black shoelaces	\$3
S–XL PE shirts	\$9
2X and 3X PE shirts	\$11
S–XL PE black shorts	\$13
2X PE shorts	\$15
ID Replacement Materials	
Lanyard	\$2
ID Case	\$2
Student ID	\$8
Lanyard/ID/Case	\$10

Student Government

The Student Government gives students the opportunity to assume leadership roles in their grade and the greater Thurgood Marshall Academy community. Once students are elected/nominated to serve a one-year term, they become part of the collective leadership voice of the student body. Their duties involve planning special events (dances, Spirit Week, and socials), discussing student concerns, and working to improve the Thurgood Marshall Academy community as a whole. In addition, the representatives from each grade assume lead roles in planning grade-wide events.

Telephone Use

In order to eliminate the disruptive effect of cell phones and telephones on learning, Thurgood Marshall Academy does not permit use of these items during the school day. There are no telephones available for students at Thurgood Marshall Academy. In the event of an emergency, a staff member will contact a parent/guardian on the student's behalf. If a parent or guardian needs to contact his or her student with an emergency message, the parent/guardian must call the main office and ask for the appropriate Dean depending on the student's grade level. The Divisional Dean and/or another staff member will take the message and relay it to the student. If a student has an emergency and absolutely needs to use a telephone, s/he is to report to the Student Affairs suite and ask to obtain permission to use a telephone. Students may not use cell phones or pagers in the school building at any time, as this is a violation of the Code of Conduct.

Testing

Students in the 9th through 12th grades take a variety of tests, including mid-term exams, final exams, internal Thurgood Marshall Academy assessments, PSATs, SATs, ACTs, and AP tests.

DC CAS Testing

All 10th grade students take mandated standardized tests as determined by the District of Columbia. Additionally, all students enrolled in biology must take the Biology DC CAS regardless of grade level.

Textbook Return

Students are issued textbooks at the beginning of each school year. Textbooks are property of Thurgood Marshall Academy and must be returned at the end of the school year. *Students who do not return the assigned textbooks or who return assigned textbooks in a damaged condition **will be charged** the cost of replacing the item.* Students and parents/guardians will not be able to receive final report cards, transcripts, or withdrawal or transfer records until the balance for any missing or damaged textbooks is paid.

Title IX and Non-Discrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Thurgood Marshall Academy does not discriminate on the basis of sex or age in the employment of, or admission to, any education program or activity.

Thurgood Marshall Academy does not discriminate against any person on the basis of race, color, gender, national origin, disability, religion, or age.

Transportation

Parent(s)/guardian(s) are responsible for students' transportation to and from school. Monthly bus passes may be purchased during designated time(s).

Students who are waiting for a parent/guardian to pick them up after school or a school-related event may wait in the front of school or by the security desk. Students may not wait in any other area.

Use of Planners

Students will be issued planners at the beginning of the school year. Students should record homework assignments and major assignment or assessment dates to help them stay organized. Student planners will be reviewed by Thurgood Marshall Academy faculty and staff throughout the school year.

Video Surveillance

Thurgood Marshall Academy is secured with video surveillance equipment. Video cameras record and monitor school activity before, during, and after school. Students and/or visitors to the building should not have the assumed right to privacy. Video footage will be reviewed as deemed necessary by school administration, Deans, and/or security. Video footage is the property of Thurgood Marshall Academy and will not be released except to law enforcement.

Visitor Policy

Family members of students and other guests are welcome at Thurgood Marshall Academy. To ensure the safety of all members of the Thurgood Marshall Academy community, the school established the following visitor policy:

1. All visitors must present identification and sign in and out at the security desk at the school entrance.
2. A visitor wishing to meet with a teacher or other staff member should make an appointment in advance with that person.
3. Any visitor who interferes with the work of students or employees of Thurgood Marshall Academy will be asked to leave immediately.
4. Any visitor wishing to visit a current student must be included on the student's Emergency Contact Form. The school will not allow anyone to see a student if he/she is not included on the form. Any changes to the Emergency Contact Form must be done so in writing from the parent/guardian listed as the primary contact for the student.

Withdrawal

Students may withdraw from Thurgood Marshall Academy during the school, before the school year or after the school year. Students who wish to withdraw must complete the Withdrawal Form, return all assigned textbooks, and pay all outstanding school fees.

Parents/Guardians must provide proof of enrollment in a subsequent school. Failure to do so will result in the student being considered truant/drop-out. Proper truancy protocols will be followed.

Students who withdraw from Thurgood Marshall Academy at any point may not re-enroll during the same school year. Students must begin the enrollment process as new students for subsequent school years. Such students will be evaluated on a case-by-case basis by the school administration pending credit evaluations. Students who are scheduled for Disciplinary Hearings and elect to withdraw will not be eligible to reenroll.

Academic Policies

Academic Communications

Progress reports are distributed two times per quarter. Report cards are distributed at the end of each quarter.

Academic Probation

Students who are in danger of failing, have low or failing grades from the previous school year, and/or have a GPA of 1.50 or lower are placed on academic probation. Academic probation consists of required tutoring as well as check-in meetings with the student's Divisional Dean. Students may be placed on academic probation at any time throughout the school year. Students on academic probation are re-evaluated at the end of each quarter to determine whether a change in their status is appropriate.

Academic Records Requests

Requests for academic records (transcripts, report cards, conduct, attendance, and/or Verification of Enrollment, etc.) must be submitted in writing to the Registrar. The form for such requests are available in the main office. There may be fees associated with requests. Requests will be processed on a first-come-first-served basis and may take at minimum 48 hours to process.

Awards

- **Thurgood Marshall Academy Scholars**
Students who excel academically are rewarded at Thurgood Marshall Academy. Students who achieve the following grade point averages are identified as Thurgood Marshall Academy Scholars:

Honor Roll: Grade point average between 3.00–3.49

Magna Scholar: Grade point average between 3.50–3.79

Summa Scholar: Grade point average between 3.80 and above

Thurgood Marshall Academy Scholar honors are awarded at the end of the first quarter, the first semester, the third quarter, and the academic year.

Thurgood Marshall Academy gives the following awards annually.

- **Dean's List Award:** This award is given to students who have a 3.00 grade point average and no more than three disciplinary infraction points.
- **The Thurgood Marshall Academy Wing Award:** This award is given to the student who most demonstrated resilience through personal and/or academic adversity throughout the school year. (End of Year Ceremony Only)

- **Brandi Rutan Law Award:** This award is given to the student who best embodies the values of activism and civic involvement. (End of Year Ceremony Only)
- **Frederick Douglas Award:** This award is given to the student who best embodies the characteristics of the award's namesake, understands the importance of education, and takes ownership of his or her studies. (End of Year Ceremony Only)
- **Barbara Jordan Award:** This award is given to a student who shows dedication to civic improvement and leadership in their community. (End of Year Ceremony Only)
- **Thurgood Marshall Award:** This award is given to the student for their scholarly achievement and their interest and dedication to social justice issues. (End of Year Ceremony Only)
- **Katie Rusnak Herman Award for Excellence in Leadership:** This award is given to the student for demonstrating intellect, talent, dedication, and resourcefulness that make the student an invaluable asset to the Thurgood Marshall Academy community. (End of Year Ceremony Only)

Calculating Course Grades

Semester Courses

For half credit (.5 credit) courses, both quarters are equal to 90% of the final grade, and a cumulative final exam is equal to 10% of the final grade.

Yearlong Courses

For yearlong courses (1.0 credit), all four quarters are equal to 90% of the final grade and the cumulative final exam is worth 10% of the final grade. Mid-term exams are calculated as part of the second quarter grade.

Course Catalog

Thurgood Marshall Academy publishes a Course Catalog annually. The Course Catalog includes class offerings and educational opportunities. In addition, information about graduation requirements and scheduling procedures are included. It is important to note that *not all courses listed are offered each semester*. Some courses may not be offered due to student sign-ups, resources available, and/or teacher availability. Copies of the Course Catalog may be requested from the main office or accessed via the school's website.

Course Credit

To receive course credit to meet promotion and graduation requirements, a student may not score lower than a C- for a final grade for a course. Students who receive final grades which are 69% or below do not receive credit for the course in which they have received the grade.

Grade Point Average

A student's Grade Point Average (GPA) is extremely important for the college admissions process. A high GPA enables students to be competitive in the college application process and makes it easier to earn scholarship money to pay for the costs of a college education. Each Thurgood Marshall Academy student should understand that colleges examine a student's cumulative GPA from ninth through twelfth grade. Students will learn how to calculate their GPAs in Advisory. Advanced Placement and honors courses receive extra weight in the calculation of the student's GPA. Please refer to the section on Advanced Placement and honors courses.

Grade Scale

Thurgood Marshall Academy uses a letter grading system to measure student progress in courses. The grading scale is as follows:

Standard GPA Grading Scale

Letter Grade	Numeric Range	Grade Point Value
A+	100–97	4.33
A	96–93	4.00
A-	92–90	3.67
B+	89–87	3.33
B	86–83	3.00
B-	82–80	2.67
C+	79–77	2.33
C	76–73	2.00
C-	72–70	1.67
F	69 or below	0.00

Period	Class Name	Grade	GPA Numeric Equivalent	Credit Weighting	Quality Points
<i>Example</i>	English 10	B+	3.33	1	3.33

Honors GPA Grading Scale

Letter Grade	Numeric Range	Grade Point Value
A+	100–97	4.83
A	96–93	4.50
A-	92–90	4.17
B+	89–87	3.83
B	86–83	3.50
B-	82–80	3.17
C+	79–77	2.83
C	76–73	2.50
C-	72–70	2.17
F	69 or below	0.00

Period	Class Name	Grade	GPA Numeric Equivalent	Credit Weighting	Quality Points
<i>Example</i>	Honors Algebra	B+	3.83	1	3.83

AP (Advanced Placement) Grading Scale

Letter Grade	Numeric Range	Grade Point Value
A+	100–97	5.33
A	96–93	5.00
A-	92–90	4.67
B+	89–87	4.33
B	86–83	4.00
B-	82–80	3.67
C+	79–77	3.33
C	76–73	3.00
C-	72–70	2.67
F	69 or below	0.00

Period	Class Name	Grade	GPA Numeric Equivalent	Credit Weighting	Quality Points
<i>Example</i>	AP History	B+	4.33	1	4.33

Graduation Requirements

Student schedules are done on an annual basis. Students complete the course request process each spring. Student course selections are not final until approved by school administration. Faculty/staff recommendations are a part of the student scheduling process. All students must have full-day schedules; senior students who have met all graduation requirements may enroll in elective courses—half-day or part-time student schedules are not permitted. Student schedules cannot be changed after the schedule request class add/drop date established each academic year; full-year courses may only be changed in the fall.

Thurgood Marshall Academy Public Charter School Class of 2009*

(Students entering 9th grade before September 4, 2007)

Thurgood Marshall Academy Course	Thurgood Marshall Academy Graduation Requirements Number of Carnegie Units
English	4.0
Foreign Language	2.0
Mathematics	4.0
Science	3.0
Health and Physical Education	1.5
History/Social Studies	4.0
Art	0.5
Music	0.5
Technology Education and Portfolio	1.5
Law	1.0
Electives	3.0
Community Service	100 Hours
Total	25.0

** Please note that this is subject to change based on curricular needs, which are reviewed on an annual basis.*

Thurgood Marshall Academy Public Charter School 2012 and beyond Graduation Requirements*

(Students entering 9th grade after September 4, 2007)

Thurgood Marshall Academy Course	Thurgood Marshall Academy Graduation Requirements Number of Carnegie Units
English	4.0
Foreign Language	3.0
Mathematics	4.0
Science	4.0
Health and Physical Education	1.5
History/Social Studies	4.0
Art	0.5
Music	0.5
Electives	4.5
(1.0 credit of law; 1.0 credit of Portfolio; 0.5 technology)	
Community Service	100 Hours
Total	26.0

** Please note that this is subject to change based on curricular needs, which are reviewed on an annual basis.*

Homework Policy

Homework is an important aspect of school work at Thurgood Marshall Academy. It helps students prepare for class and extend concepts learned in class. For this reason, no late homework will be accepted unless the student has a documented excused absence. Students with an excused absence have two days to turn in homework assignments. Students with excused, long-term absences can make alternative arrangements with the administration. A teacher may adjust this policy at his or her discretion. It is the student's responsibility to speak with his or her teacher about late homework assignments the day s/he returns to school.

Honors and Advanced Placement Courses

Thurgood Marshall Academy is a rigorous college preparatory high school. It offers a variety of honors and Advanced Placement courses. Grades in honors courses will be weighed an extra .5 in calculating student GPAs. Grades in Advanced Placement courses will be weighed an extra 1.0 in calculating student GPAs. Weighted course grades do not affect a student's overall grade in a course.

Incoming 9th grade students will be assessed for eligibility based on Summer Prep test results.

Advanced Placement Courses

The Advanced Placement (AP) program is a cooperative educational endeavor between secondary schools and colleges/universities. AP courses give students exposure to college-level material and provide them an opportunity to show their mastery of course content by taking the AP exam. Colleges and universities often grant credit, placement or both to students who earn passing scores on the AP exam.

AP courses are extremely rigorous and cover content at an accelerated pace. Students who choose to take AP courses are expected to complete all pre-course/summer requirements specific to the course, remain in the course for the entire year and sit for the associated AP exam. Students are responsible for paying all applicable AP exam fees.

If a student struggles with an AP course, it is expected that they will commit themselves to a greater effort and seek regular support services. ***Please note that students who both choose and are scheduled for AP course(s) will be required to remain in the course(s) after the course add/drop date.***

Individualized Education Plans (IEP)

An IEP is a legal document that sets goals and objectives for students with disabilities. Thurgood Marshall Academy places students with IEPs in the least restrictive environments available for those students. The IEP describes the programs and services that will be offered to help these students reach their goals. Student IEPs will be reviewed annually as required by the Individuals with Disability Education Act of 1997 (IDEA). The IEP team consists of the student, his or her parent/guardian, a special education teacher, general education teachers and other personnel as needed. A re-evaluation of the IEP will be completed at least once every three years to determine whether the student is still eligible for special education services, and what services s/he needs. Students and parents/guardians are invited to learn more about the Special Education identification process by requesting a Student Support Team (SST) meeting for potential identification for special education services.

Late Project and Alternative Assessment Policy

Timely completion of assignments is important for classroom learning and preparation for college. Teachers may choose not to accept late projects. If a teacher chooses to accept a late project/alternative assessment it will be deducted one letter grade for each school day that it is late. In case of an emergency, it is the student's responsibility to speak with his or her teachers to ask for additional time, which may be granted at the teacher's discretion.

Make-Up Work Policy

We want students to learn and take responsibility for their school work. Students with excused absences must pick up their work the day they return to school. It is the student's responsibility to request his or her work from his or her teacher. Students have two days

to complete their assignments for each excused day that they were absent. This includes class notes, handouts, and any other academic work that was missed. **Students exceeding five excused absences in a row must see their teachers to create make-up work plans.** This is the responsibility of the student. No credit will be given if the plan is not followed correctly by the student. Adjustments to the plan may be made at the teacher's discretion.

Requests for work should be made directly to that subject area teacher.

Promotion Policy

Thurgood Marshall Academy believes that students' school performance is a significant measure of their learning attainments. For a student to succeed at increasing higher levels of school, s/he needs to have a sufficient foundation at his/her present level. Thurgood Marshall Academy believes it is in a student's interest to build a substantial academic foundation before advancing to higher academic levels. This preparation may take more than four years. In fact, many well-known college preparatory schools serve the purpose of providing an extra year of study when needed for college readiness.

Accordingly, students must meet applicable academic, community service, and discipline standards in order to be promoted to the next grade level.

Academics

If a student fails two or more core classes, s/he will be retained at the present grade level. Core classes include English, mathematics, social studies, science, and Spanish.

- Ninth grade students must also pass exit exams in reading/language art and mathematics in order to be promoted.
- To receive a diploma, seniors must meet all graduation requirements.

Community Service

Community service is an important dimension of a student's civic development and inherent in the mission of Thurgood Marshall Academy. Community service must be documented annually by May 15. Students must complete one hundred hours of community service to meet graduation requirements, as set forth below:

- To be promoted out of 9th grade, students must have completed 20 hours.
- To be promoted out of 10th grade, students must have completed 40 hours.
- To be promoted out of 11th grade, students must have completed 70 hours.
- Students must complete one hundred hours by May 15 of their graduation year.

Community service may be completed on campus or in the student's community. The Thurgood Marshall Academy Programs Office and Office of Student Affairs periodically arrange for community service projects for students. Community service hours must be submitted by May 15 of the current academic year to be counted for promotion requirements.

In order to receive credit for community service, students must have an official Community Service Hours Form completed and signed by an adult who oversaw his or her service. This adult may not be an immediate family member. Students may obtain these forms from the Programs Office, Student Affairs or the School Registrar. All completed forms must be handed in to the School Registrar to be entered into a student's permanent file.

Discipline

Thurgood Marshall Academy's success, and the success of its teachers, staff and students, depends on an atmosphere that supports learning. Thurgood Marshall Academy is a place for learning and getting along together. Student behavior that advances learning is encouraged, while behavior that detracts from learning has no place in the school. Accordingly, Thurgood Marshall Academy has established a disciplinary system that recognizes students for positive conduct in the school and flags students for negative or disruptive conduct. The school wide disciplinary system is designed to help student's behavior conform to a positive learning environment. The disciplinary process identifies and attempts to remediate student conduct that interferes or disrupts the work of the school. For a more detailed description of this process, please see the section on the Code of Conduct, below.

Violations of the Code of Conduct are accompanied by discipline infraction points.

- A detention is equal to **one** infraction point.
- When a student is sent home due to a uniform violation, it is equal to **one** infraction point.
- An In-School Suspension is equal to **three** infraction points.
- An Out-of-School Suspension is equal to **four** infraction points.

Students may earn merits based on positive behavior demonstrating model citizenship. For every four merits a student earns, s/he will receive a reduction of one infraction point. Please note that students who ask for a merit after demonstrating excellent citizenship do not receive them.

Students may be required, or may opt, to attend discipline classes after school, on a Saturday, and/or during the summer to reduce infraction points. Students may reduce up to 25 infraction points through successful completion of discipline classes throughout the year.

Students who have accumulated more than 20 discipline infraction points will not be promoted to the next grade.

Portfolio

The portfolio is a collection of work and reflective assignments that a student has completed throughout the school year. The portfolio process includes: subject area academic work, citizenship and academic goal tracking and reflection, as well as college and career preparation components. There is a different set of requirements for each grade level. Students compile their portfolios throughout the year and are assisted with this process during a specific period designated for portfolio. New students present two times per year, once each semester. Returning students present at the end of each year. The purposes of portfolio presentations include developing student abilities in achievement, reflection, and presentation as well as a display of student progress to family members and the Thurgood Marshall Academy and larger community.

Thurgood Marshall Academy students must complete 1.0 credit of portfolio in order to graduate. Students complete .25 credits of portfolio each year at each grade level. New tenth graders complete .25 credits at the end of first semester and .25 credits at the end of second semester. New eleventh grade students complete .25 credits at the end of first semester, .25 credits at the end of second semester junior year, .25 credits in the fall of senior year, and .25 in the spring of senior year.

Student Schedules

Students receive course request in the spring of each school year along with the Course Catalog. This is the student's opportunity to select courses for the following school year. Student schedules are created based on student's graduation needs and academic abilities. Students in the senior year have precedent for course scheduling.

Each year a course add/drop period is offered for student schedule changes. To request a schedule change, a student must complete the Schedule Change Request Form in the main office and submit during the add/drop period. All requests will be reviewed, but a request does not guarantee a change in schedule. **No schedule changes will be considered after the add/drop period.**

Test and Quiz Make-Up Policy

In-class tests and quizzes may be made up with a documented excused absence. Students have two days to make up quizzes and tests for each excused day absent. It is the student's responsibility to arrange this with his/her teacher. Adjustments to this policy may be made at the teacher's discretion.

Student Uniform Policy

Virtually all professions have either explicit or implicit standards of dress, and Thurgood Marshall Academy is no exception. Students must abide by the uniform code every day.

Students are required to wear a school uniform each day. The uniform shirt must be purchased from Thurgood Marshall Academy for \$22–\$25. During cold weather months, students may only wear the Thurgood Marshall Academy uniform sweater or fleece, which may be purchased for \$30–\$35. Financial assistance for uniform purchases is available.

The student uniform policy also requires additional items that must be purchased by the student or his or her parent/guardian. Please consult the daily uniform code below.

Students will be sent home immediately if they arrive at school out of uniform or if they are otherwise improperly dressed.

Students who do not come to school dressed in the school uniform but have uniform clothing available in their locker will be asked to retrieve the appropriate clothing as an alternative to being sent home. If students do not enter the school building in proper uniform, they will be issued a detention for coming to school out of uniform. The school will not be responsible for any item(s) that students leave or place in “waiting” while they retrieve proper clothing. It is the student’s responsibility to enter the school building in proper uniform daily.

Students who do not have alternative clothing in their possession that meets the school’s uniform guidelines and are unable to return home to secure a proper uniform, will be sent to sit in In-School-Suspension for the day.

Students must abide by the following:

Thurgood Marshall Academy’s Daily Uniform Code

1. All students must wear **burgundy or white Thurgood Marshall Academy polo shirts with the Thurgood Marshall Academy logo, which must be purchased from the school. Students are not permitted to have shirts made independently.**
2. **Shirts must be tucked in so that the belt loops of a student’s pants show.**
3. **All students must wear tan khaki full-length pants** or tan khaki skirts that are no shorter than the knee.

Additionally:

- Cut-offs, shorts, skorts, and capri pants are not allowed during the school year.
- Pants may not be rolled up at the ankles.
- Pants must be **tan khaki** in color. No other colors are allowed.

- Pants must be khaki material. Students may **not** wear pants made of denim, corduroy or sweatpant material.
- Pants must **not** be too tight or too loose. Any issues will be resolved by the Divisional Deans or another member of the Leadership Team
- Pants must be worn appropriately.
- Pants may not have any tears or holes.
- Pants with multiple pockets, such as cargo pants, are not allowed.
- Pants may not have any chains, beading, ties, embroidery or additional decoration.
- Skirt slits must end no higher than two inches above the knee. Other than length, all other policies that apply to pants also apply to skirts.
- No leggings may be worn. Students may wear opaque or sheer nude, white or black stockings. Stockings may not have patterns, decorations, or be fish-nets.
- If a student wears a belt, it must be an **all-black belt with a plain buckle**. No chains or other belts may be worn. Belts must be worn appropriately through the belt loops of the student's pants or skirt.
- **Completely black closed-toe shoes/sneakers are required.** Shoelaces must also be completely black. All-black boots may be worn to school with full-length uniform pants. Pants must be worn properly (not tucked into boots). Boots may **not** be worn with skirts.
- Only solid black or white socks may be worn. Multi-colored socks are not allowed.
- **No jackets may be worn during the school day.** Students must store their outerwear in their lockers.
- Students may wear the Thurgood Marshall Academy logo uniform sweater or fleece. No other sweaters or sweatshirts may be worn during the school day.
- Students may wear plain **white** or plain **black** t-shirts under their Thurgood Marshall Academy polo shirt. Absolutely no writing or logos are permitted.
- Students must wear their current Thurgood Marshall Academy IDs around their necks so that it is visible at all times.
- Students may only wear official Thurgood Marshall Academy uniform apparel purchased through the school.

Cold Weather Options

1. Students may purchase a Thurgood Marshall Academy logo black sweater or uniform fleece with the Thurgood Marshall Academy logo. No other sweaters or sweatshirts are allowed.
2. Long sleeve Thurgood Marshall Academy polo shirts may be purchased.
3. Under the Thurgood Marshall Academy polo shirt, students may wear an all-white or all-black long sleeve shirt. These shirts must not have hoods, logos, or writing on them.
4. Students may not wear anything else under their uniform shirts, anything on top of their uniform shirt, or under their uniform sweater/uniform fleece.

Additional Uniform Expectations

1. Hats, sweatbands, headbands, sun visors, bandanas and headscarves are not to be worn and must be kept in student lockers during the school day. These items may **never** be worn in the school building, even when entering or exiting. Religious/cultural head wraps must be individually approved by the Divisional Dean and/or another member of the Administrative team.
2. Jewelry, including necklaces, bracelets, earrings, and belt buckles, that is distracting and/or contains inappropriate wording or is nonverbally suggestive is not allowed.
3. Scarves, ties, and additional items are not allowed.
4. Any other uniform exceptions for religious reasons must be documented by a parent/guardian and approved by the Divisional Dean and/or another member of the Administrative Team.

Professional Dress

There will be days where students are required or asked to dress professionally. These include events such as: Law Days; when a student is representing the school at an event; special field trips; portfolio presentations; and other school-related events. If a student does not meet the Professional Dress requirements on a Professional Dress day, that student will be sent home to change and his or her absence will be unexcused.

Professional Dress includes the following:

1. A white or other appropriate colored shirt. Dress shirts must be tucked in.
2. Dark colored dress pants or skirts that are no more than two inches above the knee.
3. A black or brown belt with a plain buckle and closed-toe dress shoes.
4. Simple, tasteful jewelry.

Further:

- All clothes must fit appropriately and not be too tight or too loose.
- All skirts must be to the knee.
- No shorts or capri pants may be worn.
- All shirts must cover a student's shoulders, back, and stomach/ naval area.
- Shirts may not be low-cut, have a low v-neck, or a low scoop neck.
- Boys should wear a tasteful tie, tied appropriately around their neck.
- Students may also wear suit jackets or "dressy" sweaters.
- Students should wear dark colored socks or stockings which are an appropriate color for the outfit.
- Students may not wear skirts with high slits in the front, back, or side.
- Students must wear dress shoes that are closed-toed. Heels may not be higher than two inches. No boots may be worn with skirts.
- Leggings may not be worn alone or under a skirt. Students may wear opaque or sheer nude, white or black stockings. Stockings may not have patterns, decorations, or be fishnets.
- If a student has any doubt whether his or her outfit is appropriate, s/he should seek approval in advance from his or her Divisional Dean or another member of the

Administrative team. Students may also wear their regular uniforms when Professional Dress is required.

Dress Down

Throughout the school year, students may have opportunities to Dress Down. These are limited events and specific clothing guidelines must be followed. Students who do not follow the guidelines will be sent home.

Students may elect to wear their school uniform on Dress Down Days.

Dress Down Guidelines

- Hats may not be worn at any time in the building.
- Sunglasses must be stored in a student's locker.
- Shirts, jewelry, belts, or pants with profanity, that refer to alcohol or drugs, or that are sexually suggestive are not allowed.
- Midriff abdomen cannot be exposed; cut-off shirts may not be worn.
- Shirts must have sleeves and cannot be spaghetti strap or tube tops.
- Leggings may not be worn without proper garments over the leggings such as a skirt that is no shorter than the knee.
- No shorts may be worn that are more than two inches above the knee.
- Skirts must be knee length.
- Clothes that are inappropriate in size (too tight) or see-through or expose undergarments may not be worn.
- Low-cut, v-neck, or scoop neck shirts that are revealing may not be worn.
- Pants must be worn appropriately; pants must be worn at waist and underwear may not be exposed.
- Bandanas and headscarves may not be worn or be visible.
- Flip-flops may not be worn.
- Jackets may not be worn.
- Faces may not be painted or covered by masks.
- Other inappropriate items determined by a Thurgood Marshall Academy administrator will not be allowed.

Attendance Policy

Because daily attendance is vital to success in school, it is very important that students are present and on time every day of school, for the entire day. Thurgood Marshall Academy is a significant time commitment, but by enrolling students has pledged to accept our extended hours, and families have agreed to support students in this endeavor.

Our school day begins at 8:45 am (optional breakfast is served from 8:00 am–8:30 am), and ends at either 3:30 pm or 4:00 pm.

Students who enter Thurgood Marshall Academy are considered to be on school premises and present. Present students must abide by all school rules. Students may not leave the building without permission once they have arrived in the school building. This includes students who may not be in uniform or may have forgotten something at home.

Students who are absent from school are not permitted to:

1. Be on school property
2. Participate in school activities
3. Attend school activities and/or after school activities unless otherwise approved by Administration.

Late Arrival

If a student is not present and in his or her seat in his or her first or fifth period class by 8:45 am, that student is considered tardy. If a student arrives after 9:15 am, s/he will be required to attend Tardy Hall until the conclusion of first/fifth period.

This absence from first/fifth period is considered an unexcused absence. Students who arrive between 8:45 am and 9:15 am must check in at the Security Desk in the front lobby. Students must obtain a tardy pass and present this pass to their teachers in order to be admitted to class. A student will not be allowed to enter his or her first/fifth period class after 9:15 am. These absences count towards the maximum number of allowable absences to receive course credit.

When a student arrives after 9:15, s/he must sign in at the security desk, check in with the attendance officer, and show the required student ID. Students will be assigned to tardy hall between 9:15 am and 10:15 am. Students who arrive after 10:15 am must sign-in at the security desk, check-in with the attendance officer, show their required student ID, and then report to the appropriate class.

Tardy Policy

The following procedures apply if a student is tardy (e.g. not in the classroom by the starting time of the period) to any class:

- When a student accrues three unexcused tardies (to first period and/or any period/advisory), s/he will be assigned an after-school detention.
- For every additional tardy to each class period/advisory during that *month*, students will be assigned an additional after school detention.
- If a student is late to class and does not have a pass, s/he may not be admitted to class. Students must report to the security desk to obtain an unexcused tardy pass.
- If a student is in the hallway without a pass 10 minutes after the beginning of any period or lunch, the student is considered to be skipping class and will be assigned to In-School Suspension for a portion or the remainder of the day.

Early Dismissal

In the rare event that a student needs an early dismissal, the following procedures must be followed:

1. A parent/guardian must send documentation in writing to the attendance officer. The attendance officer will verify the documentation and approve or deny the early dismissal.
2. The student will be considered excused if the dismissal is for a reason that is in accordance with the excused absence policy.
3. If a student becomes ill during the school day, Thurgood Marshall Academy's on-site nurse may be able to address the student's needs. If a student is too ill to remain in school and needs to leave school, a parent/guardian will be contacted. ***Early dismissals are only granted when requested from a parent/guardian and/or emergency contacts that are documented during the enrollment process.***

Students are not allowed to leave school by telephone request or written note alone.

If a parent/guardian arrives at Thurgood Marshall Academy to secure a student for early dismissal, he/she must present a current state license or state identification. He/she must be listed on the student's Emergency Contact Form. Changes to the Emergency Contact Form must be done in writing by the primary parent/guardian and cannot be accepted verbally.

Loss of Credit

Five (5) absences (excused and/or unexcused) in any quarter in a particular class will result in an automatic loss of credit for that quarter in that class.

This means that a grade of "F" will be issued to the student for any class in which s/he has exceeded the number of allowable absences.

Students and parents/guardians may appeal a loss of class credit by following the appeals procedure. Appeals procedures may be requested from the Academic Director. All appeals must be submitted no later than five (5) calendar days after the end of any quarter or semester grading period.

Excused Absences (count towards total number of absences)

- Death in the student's immediate family (verification required);
- Illness of the student (a doctor's certificate is required for a student absent more than two consecutive days);
- Observance of a religious holiday;
- Out-of-School suspension or In-School suspension;
- Court appointments;
- Medical reasons such as a doctor's appointment (a doctor's note should be provided when the student returns to school);
- Other absences approved **in advance** by the Thurgood Marshall Academy administration upon the written request of a parent/guardian;
- Student employment or related absences are **not** excused absences.

Documenting an Excused Absence

When a student returns to school after an absence, s/he should bring a note to the front office that includes the date(s) of the absence, the reason for the absence, and any required documentation. An original doctor's certificate should be provided for medical appointments scheduled during the school day or absences due to illness totaling three or more days. The student will receive a readmit slip if the absence was deemed excused, and must have each of his or her teachers sign the readmit slip. A student must complete the readmit slip the day that s/he returns to school and submit it to the attendance officer at the end of the school day. If a student does not complete this form and turn it in within ten minutes after the conclusion of the school day, the absence will be considered unexcused.

IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN MAKE-UP WORK FROM TEACHERS.

Truancy

Truancy Defined

Truancy is the willful absence from school by a minor (5–18 years of age) **with or without parental approval, knowledge, or consent.**

A truant is a minor (5–18 years of age) who, without a valid reason and with or without parental knowledge or consent, does not attend school. A truant is defined as any student who accumulates 15 or more unexcused absences in one school year.

Truancy Enforcement

All uniformed law enforcement officers in the District are responsible for truancy enforcement.

- If a truant is picked up by the police, s/he will be transported in a police vehicle to the Student Attendance Intervention Center.
- Parents/guardians are notified of the student's truancy status.
- Students and parents/guardians receive intake consultation and resource support.
- Parents/guardians and the school are provided with consultation and follow-up support.
- Parents/guardians and students may be required to attend a truancy conference.

Consequences of Poor School Attendance

Missing school may result in:

- Poor work habits
- Lower grades/loss of credit
- Frustration in learning
- Dropping out of school
- Lower self-esteem
- Reduced earning potential
- Possible unemployment

Student Responsibilities

1. Arriving on time to school each day;
2. Attending all classes daily;
3. Assuming responsibility for behavior which supports regular attendance;
4. Coming to school each day ready to learn and prepared with all required materials.

Thurgood Marshall Academy Gym Facility and Physical Education Program

Thurgood Marshall Academy PCHS includes a state-of-the-art facility for student use in the Physical Education program and Athletic program. All students are required to complete 1.0 credits of physical education to meet graduation requirements. Students must meet the Athletic Eligibility guidelines to participate in school sponsored athletics. The school has established guidelines and policies guiding the use of the Gym facility and physical education classes to ensure the safety of all students and faculty/staff. These guidelines are subject to change.

Injuries

All injuries sustained in Physical Education (PE) class should be immediately reported to the teacher so that proper action can be taken. Horseplay during class, in the locker room, or in any other facility will not be tolerated.

Medical Excuse

Students in physical education class may be excused from participating in class because of illness or injury up to three days per semester by written note from parent, guardian, or the school nurse stipulating the number of days. Students will still be required to dress for class (unless the medical situation prohibits the changing of clothes). Additionally, students will be required to participate in activities that do not interfere with their medical situation when possible or complete alternative tasks or activities when injury prohibits participating in class activities.

For more than **three days** of not participating due to illness, students are required to have a note from their doctor. These notes should be presented to the PE teacher and the school nurse. The teacher will make arrangements for the student to complete alternative Physical Education assignments.

Physical Education Locker Room Rules

Students in PE classes are assigned a locker for his/her personal use at the beginning of the semester. Students are highly encouraged to use their lockers to store belongings during PE class. Students should not share their combinations with other students. Additionally, students should not share their locker with other students. Thurgood Marshall Academy will not be responsible for items lost or stolen in the locker rooms. The following are locker room procedures:

- Students are to enter the locker room and take no more than five minutes to change into PE uniform.
- During class, all items should be locked in the student's locker.

- Students taking longer than the time allotted for changing will automatically lose points for the day.
- Any student entering the opposite sex locker room will immediately be referred to his/her respective Dean.
- Students should not use the restroom in the locker room for changing.
- No sharing of lockers is permitted.
- Students may only use the locker that has been assigned to them.
- Students should mark their clothing with their name so that it is visible
- Students should not share their locker combination with anyone.
- Students should not bring valuables to class.

Once class begins, no student is allowed back into the locker room without permission.

If items are missing from a student's PE locker, s/he should report the incident to the PE teacher immediately. Please be advised that student lockers are cleaned out within one week of the end of the semester and/or season. Students are responsible for removing all items from their locker. Items found in a student's locker after the time frame designated will be returned to Lost and Found Box.

Physical Education Dress Requirement

Students enrolled in PE class are required to wear appropriate PE attire. Students are expected to dress for class even when they are limited from participating physically (unless permanent or temporary handicap makes it impossible). Classes may be held outdoors in the fall and spring. Students should come to class prepared daily with jacket, sweatshirt and/or sweatpants as necessary for the weather. Thurgood Marshall Academy PE uniform consists of:

- Thurgood Marshall Academy PE Shirt—(purchased from the school);
- Plain black shorts (no lettering/logos) OR black sweat pants. Leggings may not be worn;
- Sneakers with laces.

No jewelry should be worn during class since it can pose a safety hazard.

Fitness Room

All PE students will be trained on the use of equipment in the Fitness Room. Students are not allowed in the fitness room unsupervised. Abuse, destruction, or misuse of equipment will not be tolerated. The Fitness Room should be left clean; after use, use the appropriate wipes to clean the equipment. All balls, weights and other apparatus must be returned to the proper place.

Gymnasium and Fitness Center Rules

Thurgood Marshall Academy rules as specified in the Code of Conduct are applicable to the athletic facility including the gym, classrooms, locker room, and Fitness Room.

Additionally, the following rules will apply to the Gym and Fitness Room:

- Only sneakers are allowed on the gym floor and in the Fitness Room
- Sneakers must be laced and tied securely
- No balls of any kind hit off walls
- No throwing of objects
- No horseplay
- Students are to remain on the designated Thurgood Marshall Academy side of the gym at all times
- No gum, candy, seeds, or other food or drink are permissible in the facility
- Water bottles are allowed when working out and during PE class as specified by the supervising teacher and/or coach
- Do not leave the Gym or Fitness Room without permission
- Students must use appropriate language at all times
- Excessive, rough or dangerous play will not be tolerated at any time
- Actions that are unsafe to oneself and others will not be tolerated
- Equipment must be used safely and properly and with the direct permission and supervision of the teacher

Supplemental Programs

Thurgood Marshall Academy offers a number of supplemental programs to enrich and enhance student learning. These programs include: Law Day, mentoring, tutoring, educational field trips, clubs, sports and other after school programs.

Homework Help

Homework Help is Thurgood Marshall Academy's after school study space designed to provide all students with the resources they need to understand and complete their homework. Monday through Friday, Homework Help offers students one-on-one tutoring, access to Thurgood Marshall Academy faculty, a chance to work collaboratively with other students, and a quiet space to complete their homework. Programs will provide a snack for all Homework Help participants who are productively working. Tutors include Thurgood Marshall Academy faculty/staff and trained students from The George Washington University, Georgetown University, and Howard University. Tutoring is supervised by Programs staff.

Athletics

Thurgood Marshall Academy belongs to the Washington Charter High School Athletic Association and sponsors a co-ed Flag Football team, Boys' and Girls' Basketball, Cheerleading, Girls' Volleyball, Track and Field, and Soccer Club. Sports teams practice and compete after school under the direction of Thurgood Marshall Academy coaches. Students must have a minimum GPA of 2.0 and meet the other requirements listed in the *Eligibility Requirements for Students* to participate in Thurgood Marshall Academy's athletics programs located in the Appendix.

Clubs

Thurgood Marshall Academy sponsors a variety of clubs through which students can explore areas of interest and gain leadership skills outside of the classroom. Clubs are coordinated by Programs staff but may be initiated by students, faculty/staff, or external organizations. Thurgood Marshall Academy clubs from past years include Newspaper, Debate, SASS (Sisters Action Sister Strength), Youth and Government, Drama, Sports Club, Art Club, HERO Program, and Green Club. Clubs meet after school at the discretion of the advisor.

ADL—A World of Difference

Thurgood Marshall Academy's Anti-Defamation League (ADL) Peer Trainer Program is designed to equip promising student leaders with the skills, tools, and resources necessary to achieve their leadership potential. Students meet after school for leadership training on topics such as conflict resolution, diversity, prejudice, and communication skills. They also learn how to facilitate discussions and to increase students' understanding of anti-bias issues. Students serve as an example to the entire school and use their training to educate and influence their peers both inside and outside of the classroom. The ADL Peer Trainer Program is coordinated and supervised by Programs staff. Students and staff

receive training from the ADL's A World of Difference Program.

Teen Action

Thurgood Marshall Academy offers a comprehensive service-learning program that combines a series of community service activities with instruction and reflection. Students may earn community service hours and explore their leadership and project planning skills through participation in a weekly after school club co-facilitated by Programs staff and *DC Today...DC Tomorrow* (students from The George Washington University and American University). Under the direction of advisors, Thurgood Marshall Academy's Teen Action members will identify community issues and organize monthly service projects to provide opportunities for all Thurgood Marshall Academy students to work toward the completion of their one hundred service-hour graduation requirement. Teen Action plans special events for Martin Luther King, Jr. Day of Service in January and Global Youth Service Day in April.

Law Day (REQUIRED for 9th grade)

Law Day is a half-day program designed to familiarize ninth grade students with the US legal system through mock trials, round table discussions, and interactive case studies. One Friday afternoon each month, the 9th grade will travel to three local law firms to explore basic legal principles under the instruction of trained attorneys. Students are required to wear professional dress as outlined in the student handbook or the Thurgood Marshall Academy student uniform on Law Day.

Mentor Program (OPTIONAL for 10th grade & past participants)

Participating students are paired with professional adults who can offer support, advice, and guidance during their final years of high school and the critical post-secondary planning process. Students and mentors attend monthly Mentor Days (one Saturday a month, 9:30 am–1:30 pm), maintain weekly phone/e-mail contact, and arrange one additional outing a month. Past Mentor Day activities included bowling, museum scavenger hunts, college campus visits, and community service projects. All mentors are thoroughly trained, screened, and supported by Programs staff.

Law Firm Tutoring (REQUIRED for 11th grade)

Every Tuesday (4:15 pm–7:00 pm), 11th grade students travel to Thurgood Marshall Academy's partner law firms to complete their homework with the assistance of legal professionals including attorneys, paralegals, and staff. Students will earn .25 credits for the year for successfully completing the law firm tutoring program. The class will be graded pass/fail and grades will be based on attendance, student preparedness, and willingness to participate. Tutors at law firms work one-on-one with students to prepare for tests, complete projects, and discuss college/career goals. Dinner is provided for all students at the law firms. Students and tutors are supervised by Thurgood Marshall Academy faculty/staff members.

After School Expectations

If students remain in the building after school, they should be participating in one of the following activities by 3:45 pm on Monday, Wednesday, Thursday, and Friday, and 4:15 pm on Tuesday:

- Club meetings
- Sports practice
- Teacher office hours
- Library
- Computer Lab

Once a club meeting begins, students should not leave to go to another activity.

Students should NOT be in the hallways after school unless they are using the restroom or going to their lockers.

Inside voices should be used at all times.

Students should only exit the building through the front entrance. Once students leave the building, they will NOT be allowed back into the school.

Students who serve Out-of-School Suspension or do not attend school are not allowed to participate in after school activities on that day.

The Thurgood Marshall Academy Code of Conduct and “No Brainers” apply to all school sanctioned after school activities both on and off campus including but not limited to athletic competitions, Law Firm Tutoring, community service projects, club meetings and trips, and special events.

Students must wear their Thurgood Marshall Academy uniforms while participating in after school activities unless other clothing is warranted. (*Exceptions include but are not limited to football, basketball, dance, cheerleading, sports club meetings, practices, and games.*)

Cleats should not be worn in the building.

Students are not allowed to use cell phones inside the building including during after school hours except for designated areas. Students should use the phone at the security desk if they need to make a phone call after school.

Any snack provided by after school program staff must be consumed in the designated location(s).

Thurgood Marshall Academy Code of Conduct

The primary objectives of the disciplinary system at Thurgood Marshall Academy are to support a quality learning environment and instill a sense of responsibility and self-discipline in all Thurgood Marshall Academy students. Students are expected to enter the school each day ready to learn and to behave with respect and cooperation toward other members of the Thurgood Marshall Academy community. It is everyone's responsibility to build and support the school community through positive behavior. A guiding principle is that Thurgood Marshall Academy is a place for learning and getting along together.

A full description of the Thurgood Marshall Academy Code of Conduct is provided in order to give students and families a clear understanding of the expectations of students and the consequences of failing to meet these expectations. Students are expected to comply with the Code of Conduct at all times while under the jurisdiction of Thurgood Marshall Academy, including all activities during the school day, all supplemental programs, all extracurricular activities, and all school functions both on- and off-campus.

Guiding Principles of Good Citizenship

Throughout the year, the following principles will be emphasized:

- Character is defined by what one does; not what one says or believes.
- Every choice a student makes helps define the kind of person one is.
- Good character requires doing the right thing, even when it is costly or unpopular.
- What one does matters, and one person can make a difference.
- The payoff for good character is that it makes one a better person and it makes the world a better place.

Character Matters

The faculty and staff will promote and recognize good citizenship, and students will receive "merits" and other incentives for demonstrating positive character traits, such as:

Responsibility	Fairness/Justice	Citizenship	Perseverance
Respect	Diligence	Punctuality	Courage
Trustworthiness	Integrity	Compassion	Initiative

Thurgood Marshall Academy's Expectations for Student Behavior

At all times, students are expected to:

- Be respectful to staff and other students;
- Treat school property with care and respect;
- Follow directives given by faculty and staff the first time;
- Use appropriate language;
- Dress appropriately in the Thurgood Marshall Academy school uniform;

- Avoid disruptive behavior in the classroom or common areas;
- Refrain from eating and drinking in classrooms or common areas;
- Avoid horseplay; and
- Refrain from grooming outside of the bathroom.

Failure to adhere to these expectations will result in an automatic detention. Please see the explanation of infractions below.

Code of Conduct Violations

Violations of the Code of Conduct are accompanied by discipline infraction points.

- A detention is equal to **one (1)** infraction point.
- When a student is sent home due to a uniform violation, it is equal to **one (1)** infraction point.
- An In-School Suspension is equal to **three (3)** infraction points.
- An Out-of-School Suspension is equal to **four (4)** infraction points.

Students may earn merits based on positive behavior demonstrating model citizenship. For every four merits a student earns, s/he will receive a reduction of one infraction. Please note that students who ask for a merit after demonstrating excellent citizenship do not receive them.

To be promoted to the next grade, students must complete the school year with **20 or fewer** infraction points.

Category I Violations

Category I violations include, but are not limited to, violations of Thurgood Marshall Academy's "**No Brainers.**" Violations of "**No Brainers**" result in an after school detention.

Thurgood Marshall Academy "**No Brainers**" include the following infractions:

- Using profanity
- Eating or drinking outside of the cafeteria
- Possession of electronic items during the school day
- Disruptive behavior
- Horseplay
- Grooming outside the bathroom
- Disrespect to staff or other students
- Failure to follow directions the first time
- Uniform violations
- Gambling
- First-time Level One violations of the Honor Code

If a student is found to have committed a Category I violation of Thurgood Marshall Academy's Code of Conduct, the following disciplinary measures may be taken:

- Teacher or staff member/student conference
- Detention
- Parent/guardian notification and conference
- Counseling/intervention
- Loss of school privileges and a violation of good standing
- School/community work tasks

Category II Violations

Category II violations include, but are not limited to:

- Destruction of school or personal property
- Disrespect to staff or other students
- Failure to attend detention or class during the regular school day
- First-time Level Two violations of the Honor Code
- Forging passes (including but not limited to bathroom, library, nurse, etc.)
- Gambling
- Non-threatening verbal altercations
- Repeated disruptive behavior
- Repeated refusal to follow instructions given by staff
- Repeated uniform violations or refusal to fix a minor uniform issue in a timely manner
- Truancy/skipping class
- Insubordination

If a student is found to have committed a Category II violation of the Thurgood Marshall Academy Code of Conduct, the following disciplinary measures may be taken:

- Parent/guardian conference
- In-School Suspension (one to three days)
- Out-of-School Suspension (one to ten days)
- Individual behavior modification plan
- Discipline class
- Disciplinary probation and/or a behavioral contract

Category III Violations

Category III violations include, but are not limited to:

- Fighting or other violent behavior
- Threatening (verbal or non-verbal)
- Destruction of school or personal property

- Theft on/off school grounds
- Harassing/threatening staff or other students (including cyber-bullying and/or texting)
- Possession or use of drugs, alcohol, cigarettes or other prohibited items
- Possession or use of drug paraphernalia such as: lighters, pipes, rolling papers, clips, etc.
- Possession or use of any substance as a drug (may include, but not limited to: inhalants, prescription medications, cough syrup, etc.)
- Possession or use of tobacco products
- Possession or use of flammable products such as matches, lighters, lighter fluid, torches, etc.
- Possession of mace or pepper spray
- Possession or use of any item that can be used as a concealed weapon
- Possession of weapons or other prohibited items on school property
- Sexual misconduct and/or sexual harassment
- Bullying (including in-person and cyber bullying)
- Repeated Category I and II violations of the Code of Conduct
- Level Three violations of the honor code
- Criminal act on/off school grounds
- Failure to follow school visitor policy
- Leaving the school premises or a school-sanctioned activity without permission
- Violation of Disciplinary Probation or a Final Probation Contract

If a student is found to violate a Category III violation of the Thurgood Marshall Academy Code of Conduct, the following disciplinary measures may be taken:

- Out-of-School suspension and parent/guardian conference
- Out-of-School suspension and discipline class
- Expulsion

In the interest of preserving the safety of the students and staff at Thurgood Marshall Academy, the school has a clear anti-violence policy. Harassing, threatening, and fighting are taken very seriously.

Harassment is defined as verbal, nonverbal and physical conduct that substantially interferes with a student's education or creates an intimidating or hostile environment. This includes, but is not limited to, harassment based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.

Sexual harassment is defined as, but not limited to verbal or nonverbal unwelcomed sexual advances or sexual behavior that substantially interferes with a student's education, or creates an intimidating or hostile environment. Sexual harassment is prohibited at Thurgood Marshall Academy.

Cyber bullying is defined as the use of information and communication technology to bully, embarrasses, threaten, or harass another. It also includes the use of information and communication technology to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal, and/or abusive.

The use of cell phones and other technology—including computers, e-mail and social networking sites—to harass, bully, threaten or defame a student or employee is specifically prohibited. Any student who feels s/he is a victim of cyber bullying should report the incident to his or her Divisional Dean.

Any student found complicit in the posting, sending, or execution of such material will be subject to disciplinary action as defined in the Thurgood Marshall Academy Code of Conduct.

Threatening behavior is defined as an expressed or implied threat (verbally, physically, or in writing) to interfere with: 1) the health or safety of any individual associated with Thurgood Marshall Academy; 2) with Thurgood Marshall Academy property; or 3) property on Thurgood Marshall Academy premises belonging to others. Any student who engages in threatening behavior will be subject to serious disciplinary action, including suspension and/or expulsion.

Fighting is defined as the exertion of physical force to harm someone or potentially harm someone. Fighting is one of the most egregious violations of the Code of Conduct. If a student engages in a fight, while representing the school, s/he is subject to serious consequences, including suspension and/or expulsion.

Unless the administration determines, without doubt, that any participant in a physical altercation is clearly defending himself/herself from an aggressor or aggressors, then the physical altercation will be considered a fight in which all parties share equal responsibility.

Instead of threatening or fighting someone, there are a number of ways that a conflict can be resolved. For example:

1. Inform your Dean, a security guard, your advisor, a favorite teacher, or any other adult in the building and seek out conflict resolution.
2. Walk away from a situation that appears to be escalating, then seek out assistance.
3. Count to 10 and take deep breaths until you get your emotions under control.
4. If you have difficulty managing your anger, you could meet with the school counselor.
5. Request mediation between you and the other person with whom you have an issue.

These are just a few suggestions that enable a potentially violent situation from escalating.

Refusal to Comply with School Personnel

Students are expected to comply with all reasonable requests made by school personnel. Student refusal to comply constitutes an admission of fault and/or guilt. Those who choose not to comply will receive consequences commensurate with the Code of Conduct violation of which they have been accused.

For example, if a teacher sees a student using unauthorized materials on a quiz and s/he asks the student for those materials but the student refuses to give them to him/her, the student will be found guilty of violating the Academic Honor Code. Second, if a student is asked to report to a designated location by school staff and he/she refuses, the student has committed an act of insubordination. Third, if a student has a cell phone on him/herself and refuses to relinquish it to a faculty or staff member, he/she is insubordination. This list is not inclusive and other incidents will qualify.

Detentions

Detentions are held daily after school for 40 minutes. Students will report to the designated room within five minutes of being dismissed at the end of the school day. A detention list will also be posted each day in a consistent, common location for student reference. Each detention is equal to one infraction point.

A student who fails to serve a detention (including being tardy) will be reassigned to serve that detention. If s/he does not serve this detention, s/he will receive additional consequences as follows:

- First and second offenses—In-School Suspension
- Third and subsequent offenses—Out-of-School Suspension

Students who do not comply with the rules of detention may be asked to leave. Students who have been asked to leave will serve an In-School-Suspension or Out-of-School Suspension as warranted by the behavior.

Students given three or more detentions within one week will be given an In-School Suspension.

In-School Suspensions

During an In-School Suspension (ISS), the student remains in school but is not permitted contact with other students, in order to provide the opportunity for individual behavior modification. ISS is assigned by the Divisional Dean or a school Administrator and may last from one to three days. Each ISS assignment is equal to three infraction points. While in ISS, students will not be allowed to participate in any school activities but will be expected to complete their missed work for the day as well as an ISS work packet. Failure to complete ISS work or to follow ISS rules will result in additional ISS days, accumulating additional infraction points and/or Out-of-School Suspension.

After a total of four ISS assignments, students will be assigned an Out-of-School Suspension for each Category II or III violation of the Code of Conduct for the rest of the semester if the infraction warrants an ISS.

Out-of-School Suspension

Out-of-School Suspension (OSS) involves separation from the school and all school activities for a specified period of time, which is determined by the Divisional Dean or Academic Director. Each OSS assignment is equal to four infraction points. The primary intent is to impress upon the student and parent/guardian that a serious behavior problem exists and that steps must be taken to ensure that the behavior is not repeated.

Before a student is suspended, an informal conference will be held that will include the following:

- Oral or written notice of the Code of Conduct violation for which the suspension is considered
- An explanation of the evidence or facts for the suspension
- An opportunity for the student to tell his/her side of the story
- If a suspension is given, the reason for the suspension

If a student is suspended, the following steps will be taken:

1. The parent/guardian will be contacted by the Divisional Dean, Academic Director, or another representative of the school, and will be asked to pick up the student as soon as possible or to grant permission to send the student home. The Student Affairs Office will inform the student and his or her parent/guardian of the length of suspension and applicable procedures regarding the suspension.
2. Thurgood Marshall Academy will send a written notice of suspension, which will include an offer to meet with the parents as soon as possible and the date for a conference of readmission to the parent/guardian.
3. The student and parent/guardian will be asked to meet with the Academic Director and/or the Divisional Dean and other appropriate staff before the student will be allowed to return to school. During this meeting a student may be placed on disciplinary probation and/or a behavioral contract. If a student is already on a behavior contract, the student's status at Thurgood Marshall Academy will be evaluated.
4. When a student is serving an OSS, s/he may not be on school grounds before school, during the school day, or after school.

A manifestation determination meeting will always be held for a student who holds an IEP when an OSS would be 10 days or over as per IDEA guidelines.

Disciplinary Probation

A student who has committed repeated violations of the Code of Conduct or a major violation of the Code of Conduct may be placed on disciplinary probation. Prior to the imposition of disciplinary probation, Thurgood Marshall Academy will provide the student and his/her parents with an opportunity for an informal conference as in the case of suspension, above. If placed on disciplinary probation, the student and his/her parent/guardian will be notified in writing that the student has violated school policy and that future violations will incur more stringent disciplinary action, up to and including expulsion from Thurgood Marshall Academy.

If, while on Disciplinary Probation or a Final Probation contract, a student violates another major school policy, s/he may be expelled. Each violation is treated on a case-by-case basis.

The length of disciplinary probation and its conditions will be determined individually for each student by the Administration. **Probation is a serious status with severe consequences. Students can be expelled for violations of disciplinary probation and behavior contracts.**

A student's Dean will make reasonable attempts (three phone calls or written communications or email or any other form of contact) to contact a parent/guardian regarding a student's Disciplinary Probation status. If a parent fails to communicate and/or refuses to sign a contract, the contract shall be enacted. A final copy of the contract will be provided to the parent/guardian.

Steps in Disciplinary Probation:

- **Step 1:** After a student is placed on disciplinary probation, s/he will be required to attend a conference with the Divisional Dean and/or another member of the Administrative team and his/her parent/guardian. During this conference a Disciplinary Probation contract will be signed stating behavioral goals and/or a timeline for meeting behavioral goals (e.g. no ISS or OSS and fewer than three detentions).
 - If a student *meets* the stated expectations of the Disciplinary Probation s/he will be reviewed by their Divisional Dean and/or Administration at which point s/he may be removed from Disciplinary Probation.
 - If a student *fails to meet* the state goals of the Disciplinary Probation contract will result in further action which may include a Final Probation contract or expulsion from Thurgood Marshall Academy.
- **Step 2:** If the student violates Disciplinary Probation, s/he may be placed on a Final Probation Contract, if the violation does not warrant expulsion. This contract is a serious document that makes clear that repeated minor or major violations of the Code of Conduct could result in expulsion from Thurgood Marshall Academy.
 - If a student *meets* the stated expectations of the Final Probation contract, s/he will be reviewed by their Divisional Dean and/or Administration at which point s/he will be placed on Disciplinary Probation.

- If a student ***fails to meet*** the stated goals of the Final Probation contract s/he will come before a Disciplinary Hearing which will review the student's behavior to date and make necessary recommendations which could result in expulsion from Thurgood Marshall Academy.

Expulsion

Students may be expelled for:

1. Extreme violations of the Code of Conduct that significantly and demonstrably harm the educational environment of Thurgood Marshall Academy or harm the safety or security of Thurgood Marshall Academy students, staff, faculty, or others associated with Thurgood Marshall Academy.
2. Any Category III violation
3. Repeated violations of the Code of Conduct after appropriate remediation have been attempted.
4. Violation of Disciplinary Probation or a Final Probation Contract.

The following procedures will be followed if a student is being reviewed for expulsion: The student will be suspended (the duration of which will be determined by the Dean or another member of the administrative team), pending potential expulsion. Prior to the suspension, an informal conference (which may occur by phone) will be provided as described for suspensions (above) regarding the Code of Conduct violation which could lead to expulsion. The student and family will be notified of the nature of the offense and possibility of expulsion. During the suspension, a meeting will be set up with the student, parent/guardian, and the Administration. The meeting consists of notification of charged offense(s), potential consequences, and procedures to be followed.

A Discipline Hearing will occur to review the incident(s):

Three faculty/staff members will serve as the Discipline Review Committee. The panel makes a recommendation to Thurgood Marshall Academy administration regarding possible expulsion. During the hearing, one administrator will carry out the following procedures:

1. A statement of the Code of Conduct violation and summary of hearing procedures.
2. An explanation of the evidence or facts for which potential expulsion is being considered.
3. The students will be able to provide a statement or explanation and speak to the panel. The panel may ask the student questions regarding the matter. One or more advocates may speak on the student's behalf.
4. At the conclusion of the hearing the panel will make a recommendation regarding the expulsion and/or other consequence will be determined. If the panel recommends expulsion, the recommendation will go to the Thurgood Marshall Academy administration, which makes the final disciplinary decision.
5. The student/family will be informed of the decision via phone within 24 hours of the hearing, and written notification will be mailed within 48 hours of the hearing. This notice will contain information regarding appeal procedures.

6. Any student who is expelled has the right to appeal the decision in writing to the Chairperson of Thurgood Marshall Academy's Board of Trustees within five school days of the written notice of expulsion and to have an advocate present on his/her behalf at the appeal.

In making its decision, the panel will review evidence presented at the hearing, any statements heard on behalf of the school or student, the Thurgood Marshall Academy Code of Conduct, and may at its discretion consider prior conduct and academic performance. The panel will make a recommendation to Thurgood Marshall Academy administration which will make a final disciplinary decision.

If a parent/guardian does not request a hearing, or fails to attend the hearing at the scheduled date, time, and place, without prior written notice, the child's right to a hearing will be waived. Therefore, the school will proceed with its determination regarding the proposed charges and the ruling of the Disciplinary Panel. The findings from the hearing will be approved and take effect immediately.

Summary of Category I, II, and III Violations

Offense Type	Behavior Examples	Possible Consequences
Category I Violations ("No Brainers")	<ul style="list-style-type: none"> • Using profanity • Eating or drinking outside of the cafeteria • Possession of electronic items during the school day • Disruptive behavior • Horseplay • Grooming outside the bathroom • Disrespect to staff or other students • Failure to follow directions the first time • Uniform violations • Gambling • First-time Level One violation of the Honor Code 	<ul style="list-style-type: none"> • Teacher or staff member/student conference • Detention • Parent/guardian notification and conference • Counseling/intervention • Loss of school privileges and a violation of good standing • School/community work tasks
Category II Violations	<ul style="list-style-type: none"> • Repeated refusal to follow instructions given by staff • Disrespect to staff or other students • Non-threatening verbal altercations • Repeated uniform violations or refusal to fix a minor uniform issue in a timely manner • Failure to attend detention or class during the regular school day • Destruction of school or personal property • Repeated disruptive behavior • Truancy/skipping class • Gambling • Forging a hall pass • First-time Level Two violation of the Honor Code 	<ul style="list-style-type: none"> • Parent/guardian conference • In-School Suspension (one to three days) • Out-of-School Suspension (one to 10 days) • Individual behavior modification plan • Discipline class • Disciplinary probation and/or a behavioral contract
Category III Violations	<ul style="list-style-type: none"> • Fighting or other violent behavior • Theft on/off school grounds • Harassing/threatening staff or other students (including cyber bullying) • Possession or use of drugs, alcohol, cigarettes or other prohibited items • Possession or use of drug paraphernalia such as: lighters, pipes, rolling papers, clips, etc. • Possession or use of any substance as a drug (may include, but not limited to: inhalants, prescription medications, cough syrup, etc.) • Possession or use of tobacco products • Possession or use of flammable products such as matches, lighters, lighter fluid, torches, etc. • Possession of mace or pepper spray • Possession or use of any item that can be used as a concealed weapon • Possession of weapons or other prohibited items on school property • Sexual misconduct and/or sexual harassment • Bullying (including in-person and cyber bullying) • Repeated Category I and II violations of the Code of Conduct • Level Three violation of the Honor Code • Criminal Act on/off school grounds • Failure to follow school visitor policy • Leaving the school premises or a school-sanctioned activity without permission • Violation of Disciplinary Probation or a Final Probation Contract 	<ul style="list-style-type: none"> • Out-of-School Suspension (Pending review for potential expulsion) • Expulsion

Thurgood Marshall Academy Academic Honor Code

The life of a Thurgood Marshall Academy PCHS student is based on the broad principle of honor; we at Thurgood Marshall Academy demand a high standard of honesty and conduct from each of our students.

Academic Dishonesty

Academic dishonesty is a corrosive force in academic life. It jeopardizes the quality of education, undermines the learning process, and devalues the genuine achievements of others. The school community—which includes teachers, staff, administration, parents, and students—will hold students to the highest standards of academic integrity and will not tolerate academic dishonesty in any form. Academic dishonesty includes, but is not limited to: copying from any other source including another student's work, from tests, class work, homework paper, texts, lab work, computer disks, web sites, or other electronic sources. Each of the following is an act of academic dishonesty; however, this is not an inclusive list.

A. Cheating

Cheating is defined as using dishonest methods to gain an advantage, which would include the use of all unauthorized materials, information or study aids in any academic exercise. The use of translation programs and websites as well as on-line dictionaries is prohibited by the Spanish Department.

B. Plagiarism

Plagiarism is defined as attempting to take credit for another's ideas, words, productions, or other intellectual property without appropriately crediting that individual.

C. Facilitating Academic Dishonesty

Facilitating Academic Dishonesty is knowingly helping or attempting to help another to commit an act of academic dishonesty.

Violations of the Academic Honor Code result in serious consequences which are divided into three levels, determined by the weight of the assignments and the potential premeditation of the student.

Level One: *First-time offenses* for the following violations are usually handled by the teacher in the classroom and reported to the student's Dean.

Level I violations include (but are not limited to):

- Copying homework or allowing another to copy one's homework
- Looking on another's test/quiz ("wandering eyes")
- Working with others on a class work or homework assignment that was meant to be completed independently (including written, verbal, or technology-based assignments)

- Any form of verbal or non-verbal communication during a test/quiz

Consequences for a first-time Level I offense will include the following:

- The student will receive a zero on the assignment
- The student will receive a detention or ISS as warranted
- The violation will be recorded in the student's conduct file
- The student may be required to complete a written assignment designed to enhance the student's understanding of the importance of academic integrity
- More serious violations will result in parental notification

A second Level I violation (even if it is an offense of a different type or in a different class) suggests a pattern of academic dishonesty; therefore, it will be considered a Level II violation.

Level Two: *First-time offenses* for the following violations are reported to the student's Dean. As an egregious act of academic dishonesty, specific consequences are handled by the administration with input from the faculty.

Level II violations include (but are not limited to):

- Plagiarizing from the Internet, written publications, or another student on a project, essay, or other major assignment
- Using an electronic translation program, website, or dictionary that has not been explicitly permitted by the teacher
- Using a "cheat sheet" on a test, quiz, or other in-class assessment
- Using secretive methods of receiving or giving answers on a test/quiz (including electronic transmission of information)
- Working with others on a test, quiz, project, or paper that was meant to be completed independently
- Using unauthorized materials on a take-home test or quiz
- Copying another's test/quiz or repeatedly allowing another to copy one's test/quiz
- Misrepresentation and/or falsification of academic information (including grades) verbally or in writing
- A second Level I violation

Consequences for a first-time Level II offense will include the following:

- The student will receive a zero on the assignment
- The student will be suspended out of school, the duration of which will be determined by the Divisional Dean and/or Academic Director
- The violation will result in parental notification and a parent conference will be offered
- The student may be required to complete a written assignment designed to enhance the student's understanding of the importance of academic integrity

A second or subsequent Level II violation (even if it is an offense of a different type or in a different class) suggests a pattern of premeditated academic dishonesty; therefore, it will be considered a Level III violation.

Level Three: These offenses are the most extreme given that they violate more than the Academic Honor Code; they are injurious to the entire school community. Level III acts of academic dishonesty are considered Category III violations of the Thurgood Marshall Academy Code of Conduct.

Level III violations include (but are not limited to):

- Stealing a quiz, test, project, or exam from a member of the faculty, staff, or study buddy
- Distribution of a stolen test, project, quiz, or exam
- Altering grades in a grade book (paper or electronic) or on a computer data base
- A second or subsequent Level II violation
- Chronic (defined as three or more) Level I violations

Consequences for a first-time Level III offense will include the following:

- The student will receive a failing course grade for the quarter
- The student will be suspended (pending potential expulsion), the duration of which will be determined by the Dean and/or Academic Director
- The Discipline Review Committee will convene to review the incident and make a recommendation regarding potential expulsion

For Level II and Level III violations, the parent/guardian and the student will be offered a conference with the Dean and/or another member of the Administrative team regarding the violation and the penalty. If at any point the student feels that the measures taken are unjustified, s/he may request of the Academic Director that the matter be reviewed by the Honor Committee. The student, his or her parent/guardian, and the faculty member will each have the opportunity to present his or her case to the Honor Committee. The Honor Committee's decision may result in expulsion from Thurgood Marshall Academy.

Disclosure of Infractions

Counselors, as well as Thurgood Marshall Academy faculty and staff, are ethically and legally obligated to respond to any question or statement regarding any infraction of the Thurgood Marshall Honor Code and the District of Columbia Public Schools System's Discipline Policy.

Thurgood Marshall Academy Public Charter High School SY2011–12 Student Policies and Code of Conduct Contract

We support Thurgood Marshall Academy's emphasis on good citizenship and we recognize that academic excellence can only occur in an environment that is civil, safe, orderly, and conducive to learning.

We have read and discussed Thurgood Marshall Academy's Code of Conduct and Academic Policies. We understand that these are the behavioral and academic standards to which all Thurgood Marshall Academy students will be held. Therefore, we promise to support and help Thurgood Marshall Academy enforce the school's Code of Conduct and academic policies. Students who are placed on academic and/or discipline support plans *may not* refuse to sign the contract(s). Failure or refusal to sign the necessary support plans does not prevent the plan(s) from being enacted by the administration of Thurgood Marshall Academy.

We also understand that if a student comes to school dressed in a manner that does not comply with the Uniform Policy, and cannot be corrected immediately, he or she will be sent home. Parent/Guardian hereby grants permission for this to occur any time his or her child comes to school out of uniform.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature

Date

Student Signature

Date

NetClassroom

Thurgood Marshall Academy offers online access to your student's grades. If you are interested in accessing this feature, please send an email to kporter@tmapchs.org. In the email, be sure to include your name, your child's name and your email address. Your username, password, and user instructions will be emailed to you upon receipt of all required information. Please keep the following notes in mind:

1. Each teacher computes his/her grades differently. For example, some teachers use a running point total while others use weighted percentages for computing grades. If you have questions about how a teacher's grades are computed, please contact the teacher directly.
2. Grades provide a convenient way to assess your child's progress in coursework but should not be taken as the final judgment of performance. We encourage you to use the grading information to begin conversations with your child about his/her progress.

Using NetClassroom

You can use the navigation bar at the top of the screen to access the different pages. To open a page from the navigation bar, simply select the desired option from the available pushbutton menu items. For example, to open the Assignments page, move your mouse to the "Students" pushbutton and then select "Assignments" from the available menu items.

To update the information on a page, click the Refresh button. For example, if you select a new term on the Schedule page, click Refresh to view the schedule for the term.

NetClassroom Ensures Each Family's Privacy

Parents. With your unique *NetClassroom* user ID and password, you can view academic records for your child or children. Other users cannot access your family's information.

Students. With your unique *NetClassroom* user ID and password, you can view your own academic records. Other students cannot access your information.

Logging Into NetClassroom

Using a Web browser on any computer (use *Internet Explorer* or *Netscape* on PC, use *Firefox* on Mac), enter <http://NetClassroom.TMAPCHS.org/NetClassroom7>. On the *NetClassroom* login screen, enter the online user ID and password supplied in the welcome email. For security reasons, do not share this information with anyone.

To edit your online password, select Change Password from the "Administrative" pushbutton menu items. Your password can be a maximum of 20 characters and is not

case-sensitive. Select a password that others cannot easily guess. For safe, secure passwords, follow these guidelines.

Do **not** include:

- A family name in any form (first, middle, last, maiden, spelled backwards, nickname, or initials).
- Any part of your user ID.
- Any common name, such as Joe.
- A phone or office number, address, birthday, or anniversary.

When Can I Use NetClassroom?

- You can log into *NetClassroom* between 6:00 am and 12:00 am every day, including Saturday and Sunday.

NetClassroom FAQs

- For answers to common questions, click [FAQs](#) on the navigation bar.

NetClassroom Helps Keep You Informed

NetClassroom gives you easy access to schedules, course grades, assignments, assignment grades, attendance, conduct, report cards, transcripts, the school calendar, and each department's course catalog.

Find out when classes meet. To open the Schedule page, click [Schedule](#) from the "Classes" pushbutton on the navigation bar. On the Schedule page, you can view a student schedule for a specific academic year, session, and term.

Review grades in a previous or the current academic year. To open the Grades page, click [Grades](#) from the "Students" pushbutton on the navigation bar. On the Grades page, select an academic year and session to view marking column grades for each class. If a marking column displays a grade or check mark picture, click the entry to view assignment grades on the Grades—Assignments page.

On the Grades page, you can also click a teacher's name to view contact information for the teacher on the Faculty Information page. On this page, you can click the listed e-mail address to contact the teacher by e-mail.

Keep track of progress between report cards. On the Grades - Assignments page, you can view a running marking column average and running category averages for a marking column and class. The Percent of Grade column displays the percentage of the grade each category is worth (such as 20% for the Homework category, 20% for the Quizzes category, and 60% for the Tests category).

On the Grades—Assignments page, you can also view assignment grades. You can use the Category field to determine the assignments to appear. For example, select Tests in the Category field to display only assignments in the Tests category. To list each assignment grade as a percentage (score divided by maximum achievable score), you can select Percentage in the Grade to Display field. For example, if a student scores 20 out of

a possible 25 points, the assignment grade displays as 80%. To list both the actual numeric score and the maximum achievable score for each assignment grade, you can select Actual Points in the Grade to Display field.

To open the Grades - Assignments page, click a marking column grade or check mark picture on the Grades page.

Verify the dates and details of homework assignments, quizzes, and tests. To open the Assignments page, click Assignments from the “Students” pushbutton on the navigation bar. On this page, you can view assignment dates and descriptions by day, week, or month. You can also select to view information for a specific class (such as MAT 101-1) or category (such as Tests). To open the Grades - Assignments page, select a class in the Grades for field and click Refresh.

Keep track of absences and tardies. To open the Attendance page, click Attendance from the “Students” pushbutton on the navigation bar. On this page, you can list attendance by day or class and to view in summary or detail. View this information frequently, especially because excessive absences can lead to a loss of credit in courses.

View conduct records. To open the Conduct page, click Conduct from the “Students” pushbutton on the navigation bar. On this page, you can view the date, infraction, consequence, the faculty/staff member who reported the infraction, the faculty/staff member assigned to the consequence, and the status of the consequence.

Library

Thurgood Marshall Academy PCHS includes a library to provide access to resources that enrich and reinforce the curriculum, encourage students to explore higher education options and careers, promote professional development for faculty and staff, help students develop strong information literacy skills, and inspire students to become recreational readers and lifelong learners. The library's collection has approximately 4,000 volumes, a small DVD/audio book collection, and subscriptions to 25 research databases. The school has established guidelines and policies regarding use of the library and its resources. These guidelines are subject to change.

Library Hours

The library is open in the morning, during lunch, and after school for student use.

Morning Hours: Students may use the library between 8:00 am–8:35 am Monday through Friday. When a student arrives in the morning, s/he may request a pass at the front door and report to the library.

After School Hours: Students may use the library Monday through Friday after school. Space is available on a first-come-first-served basis each day. Students must sign in and out when using the library after school.

The use of the library is a privilege for students. Students must obey all school rules while using the library. Students who abuse their library privileges may have these privileges rescinded.

Library and Research Information

Circulation

Students can check out books from the library for three weeks. Books can be renewed for another three weeks if no holds have been placed. Reference books and magazines do not circulate without special permission from the librarian. Students are responsible for the full price of a lost item.

Database Passwords

Databases are available for student research. Usernames and passwords are needed to access databases:

<u>EBSCO Databases</u> User ID: tma Password: pchs	<u>ABC-CLIO Databases</u> User ID: tmastudent Password: tmalaw
<u>Gale Databases (Infotrac)</u> Password: warriors	<u>Country Reports</u> http://www.countryreports.org/ User ID: tmalibrary Password: tmalaw
<u>NoodleBib</u> User ID: tmalibrary Password: tmalaw	<u>Britannica Online</u> www.school.eb.com User ID: tmastudent Password: tmalaw

MLA Citations

Students have access to NoodleBib, an online citation manager, to help create and organize notes and citations.

MLA Cheat Sheet

Below, please find the general outline for book, article, database, website, and picture citations:

Book

Author's Last name, First name. *Title of Book*. Place of Publication: Publisher, Year of Publication. Print.

Example:

Pollan, Michael. *In Defense of Food: An Eater's Manifesto*. New York: Penguin, 2008.

Article

Author's Last name, First name. "Title of Article." *Title of Periodical* Day Month Year: pages.

OR

Author's Last name, First name. "Title of Article." *Title of Periodical* Volume. Issue (Year): pages.

Example:

Fromartz, Samuel. "Local Slaughterhouses Come Back to Life." *Washington Post* 17 Mar. 2010.

Hall, Harriet. "What to Eat: Food, Not too Much, Mostly Plants." *Skeptic* 14.4 (2008): 8-9.

Source from an online database

Create the citation just as you would for an article from a magazine or journal, but include the name of the database, medium of publication (Web), and date of access at the end.

Example:

Hall, Harriet. "What to Eat: Food, Not too Much, Mostly Plants." *Skeptic* 14.4 (2008): 8-9. *Student Research Center*. Web. 8 July 2009.

Website

Name of author/compiler/editor if known. *Name of work*. *Name of Web site if different from name of work*. Name of institution/organization affiliated with the site (sometimes found in copyright statements). Date of publication (day, month, and year) if available. Medium of publication (Web). Date you accessed the site.

Example:

“Community Supported Agriculture.” Local Harvest. Local Harvest, Inc. 2009. Web. 8 July 2009.

Picture, graph, photograph, or chart found on a website

Name of artist/creator. *Title*. Date of composition. Institution that houses the work (if it is a physical object). City. *Title of the database or Web site where you found the image*. Medium of publication (Web). Date of access.

Example:

mikaela_. *CSA crop share 2007 #5 - 0626 – 01*. Flickr. Web. 8 July 2009.

Other Citations

You may have a tricky citation for your Works Cited page. If you have any questions, consult your teacher, the librarian, the MLA Handbook, or www.owl.english.purdue.edu.

Collection Development

The library has a strict policy regarding what items can be purchased or donated to the library. For more information, please ask the librarian for a copy of the Collection Development Policy. You can request an item to be purchased by filling in a Student/Parent Recommendation Form, located in the library and online.



Appendix



PUBLIC CHARTER HIGH SCHOOL

2427 MARTIN LUTHER KING, JR. AVE SE
WASHINGTON, DC 20020

PHONE: (202) 563-6862
FACSIMILE: (202) 563-6946

2011–2012 Eligibility Requirements for Student Athletics

Athletics offer an opportunity for students to develop their skills and interests, build relationships with peers, and enhance their self-esteem. During the 2011–2012 school year, Thurgood Marshall Academy will offer teams in co-ed flag football, girls' volleyball, boys' and girls' basketball, co-ed track and field, and cheerleading. In order to participate, students must meet the standards below.

Thurgood Marshall Academy students are urged to study these standards carefully. Students themselves are responsible for compliance with these standards and must sign this form in order to participate. Additionally, this form must be signed by a parent or guardian and returned to the coach before try-outs begin.

Try-outs

Any Thurgood Marshall Academy student who wishes to participate in team sports for the 2011–2012 school year must try out. To learn more about individual team try-outs, students must attend the informational meeting of the sport in which they wish to participate. The coach will provide information about try-out times and sign-ups. Each student is responsible for being present at his/her designated try-out time.

Team Rules

Each coach will establish team-specific rules. Team rules will be distributed and discussed with participants at the informational meeting prior to the beginning of the competitive season. Students are expected to comply with team rules and might forfeit their eligibility through noncompliance.

Parent/Coach Preseason Meeting

Before the season begins, the coach will organize a meeting to provide parents with the following information:

- Philosophy of the coach
- Schedule and practice times
- Team requirements and rules
- Participant Code of Conduct

Academic Requirements

Students must maintain a GPA of 2.0 or higher. For the first quarter of the school year, eligibility will be based upon the **first progress report. From then on, eligibility will be re-evaluated after every progress report and report card.**

Return to your coach or the Athletic Director

It is the **responsibility of the athlete to submit a copy of his/her progress report or report card to the coach within one week of its issuance.** Failure to do so will result in suspension from the team until the grades are submitted.

Grades recorded as “incomplete” as a result of legally excused absences or a teacher’s failure to grade all student-work will be considered passing until changed. Incomplete grades must be made up within two weeks after report cards are distributed unless other arrangements have been made.

Attendance

Students must attend all scheduled classes on the day of an athletic practice or game to be eligible to participate in extracurricular activities on that day. Exceptions to this rule may be made with the approval of the Academic Director or Athletic Director prior to the date of participation. Appropriate exceptions could include doctor/dentist appoint or similar extenuating circumstances.

Unexcused absences and/or chronic tardiness to school may be sufficient reasons for declaring a student ineligible at any time. This will be determined on a case-by-case basis by the Deans, Athletic Director, coach, and parent/guardian.

Detention

Students who are issued a detention must report the detention to the coach. The coach will determine if any additional disciplinary action is necessary.

Suspension

Students issued an In-School Suspension (ISS) will not be able to participate in extracurricular activities on the day of their suspension. The coach may determine if the student is allowed to participate in the next practice or game following the day of suspension.

Students given an Out-of-School Suspension (OSS) will not be permitted to participate in extracurricular activities for the duration of their suspension. The coach may determine if the student is allowed to participate in the next practice or game after the suspension is completed.

Physical Exam/Health Insurance

Each year, Thurgood Marshall Academy athletes must submit a physical examination form signed by a medical examiner, a parent or guardian, and the Thurgood Marshall Academy student before beginning practice for a school sport. Physical examinations are valid for one year from the date of the exam. Athletes must also submit proof of health insurance to cover the period in which the student is involved in athletics and sign a Risk Release.

Age Requirement

Students who reach 19 years of age before September 1, 2011, will be ineligible to participate in Athletics. This age cap is the policy of the Washington Charter School Athletic Association of which Thurgood Marshall Academy is a member.

Conduct

Thurgood Marshall Academy athletes are expected to take the responsibility and privilege of representing their school and community seriously, and must conform to the Thurgood Marshall Academy Code of Conduct while participating in interscholastic athletics.

Return to your coach or the Athletic Director

If an athlete fails to conduct him/herself appropriately, s/he may be subject to ejection from a game. If an athlete is ejected, s/he will be ineligible to compete in all athletic events for the remainder of that day, as well as the next game.

If an athlete is ejected a second time in a season, s/he is subject to additional, stiffer penalties, including suspension from play for the remainder of the season.

Failure to meet behavior expectations in school may result in the student's removal from the team (see *Detention* and *Suspension*).

Communication

There are situations that may require a meeting between the Athletic Director, coach, the athlete, and the parent/guardian. When these conferences are warranted, the following procedure should be followed to help resolve the concern:

- When appropriate, the athlete should first speak to the coach about his/her concern.
- If the coach-student meeting does not rectify the situation, the parent/guardian should be contacted to arrange a meeting.
- If the parent/guardian needs to discuss the issue further, the Athletic Director should be contacted.

Equipment/Uniforms

Student athletes are responsible for all school equipment and team uniforms checked out from the school during the sports season. All equipment/uniforms should be returned to the coach cleaned and in good condition within three days of the last game of the season. Athletes must pay to replace lost or damaged equipment or uniforms.

Use of Alcohol, Tobacco, and Illegal Drugs

The use of drugs, alcohol, or tobacco by an athlete during the season will result in disciplinary actions and possible dismissal from the team and school. At a minimum, any student with verified use, distribution, or possession of alcohol, tobacco, illegal drugs, or controlled substances on school property or at a school sanctioned event shall receive the disciplinary actions outlined in the Thurgood Marshall Academy Code of Conduct. Resumption of athletic activities will not resume until completion of the assigned consequence.

Detach and return this signed form to your coach.

I have read and understand the *Eligibility Requirements for Student Athletics*. I will keep a copy of the form for easy reference. I agree to abide by the requirements set forth in this contract.

_____ Signature of Athlete	_____ Printed Name	_____ Date
_____ Signature of Parent/Guardian	_____ Printed Name	_____ Date

Return to your coach or the Athletic Director



Public Charter High School

Acceptable Use Agreement

Students will have access to the Computer Lab during lunch, advisory, and after school. At the beginning of the year each student must sign a computer use agreement and adhere to the policies set forth by Thurgood Marshall Academy PCHS.

The internet is a useful tool and should be used as a resource. TMA will provide you with access to the Internet. The Internet is a powerful, world wide computer network that can be used to send electronic mail and to view and display text, still and moving images. Internet technology changes constantly as well as the laws that surround it. As the Internet and laws change TMA's policy will also change.

THE USE OF THE TMANET IS A PRIVILEGE, NOT A RIGHT. Inappropriate use will result in the cancellation of those privileges. The school administration has the right to define inappropriate use and their decision is final. The network administrators, faculty, and staff of TMAPCHS may request that school administrators deny, revoke, or suspend specific user accounts. The privilege of using TMA's network is based on the users' promise to adhere to the following appropriate use policy.

Student Logins

User IDs and passwords are keys to accessing data about you and your work for school. In the wrong hands, your user ID and password can be used to impersonate you online and take unauthorized action in your name. Except for authorized school system employees, it is against TMA policy for anyone to disclose their user ID and password.

1. Each student will be provided with a user account, which will enable access to school computers and to save information to the network.
2. Do not share your login/password with others (don't write it down).
3. A generic password will be given initially. Students must change their passwords to prevent outside access to their account by others. Students should change their passwords often for security purposes. [For assistance in changing passwords see administrator or manual.]
4. Never allow anyone to use your computer until you have completely logged off. Never leave your computer unattended. Always logout first!
5. Notify the network administrator immediately if you suspect that your password has been compromised. Unless an administrator has been notified, a compromised password will not be accepted as an excuse for the violation of the acceptable use policy associated with your login.
6. Each student is responsible for all actions while logged into the network.



Student Internet Safety and Technology Responsible Use Agreement

Educational Enhancement

- a. Internet access is being provided by TMA for the sole intent of educational enhancement.
- b. The internet will be used strictly as a resource to enhance classroom instruction and high quality research. This means that the school reserves the right to monitor and place reasonable restrictions on the material accessed by students through the Internet.
- c. During class, before and after school, during lunch, during tutoring, and during advisory students may use the Internet for class-related work under the supervision of an authorized adult for a class.

Access to Materials

1. The Internet may be used to access materials under the following conditions:
 - a. Internet is appropriately monitored.
 - b. Students will receive instruction that is appropriate for their age regarding strategies to avoid the inadvertent access of inappropriate material and what to do if they accidentally access such material.
 - c. Students may not access prohibited material at any time for any purpose. In agreement with the Children's Internet Protection Act, Thurgood Marshall Academy Public Charter High School designates the following types as prohibited materials:
 - i. Obscene material(s)
 - ii. Child pornography
 - iii. Material that appeals to an unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions
 - iv. Material that has been designated as for "adults" only
 - v. Material that promotes or advocates illegal activities
 - d. Other materials not specifically named above will be deemed appropriate or inappropriate on a case-by-case basis. Decisions will be based upon age of student and relevance of content to curriculum.
2. If students mistakenly access inappropriate information, they should immediately disclose this access to a teacher or supervising adult. This protects them against a claim that they have intentionally violated this policy.
3. The school has installed a filter to protect against access to inappropriate material. The determination of whether material is appropriate or inappropriate is based on the content of the material and the intended use of the material, not on the protective actions of the filter. If students think that the filter has prevented them from accessing appropriate material, they may request that the material be viewed and, if appropriate, unblocked.

Privacy and Communication Safety Requirements

- ⊗ Personal contact information includes name together with other information that would reveal location and identity, including, but not limited to, parent's name, home address or location, work address, or phone number.



1. TMA students are not to disclose personal contact information, except to education institutions for educational purpose, companies or other entities for career development purposes, or with specific approval from school employees.
2. Students are not to disclose names, personal contact information, or any other private or personal information about other students under any circumstances. Students are not to forward a message that was sent to them privately without permission of the person who sent them the message.
3. Students must not agree to meet someone they have met online without a parent's approval and participation.
4. Students must promptly disclose to a teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. They should not delete such messages until instructed to do so by a school employee.

Illegal, Unauthorized, and Inappropriate Uses and Activities

1. Illegal Activities

- a. Students may not attempt to gain unauthorized access to the local area or wide area networked computer system beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files.
- b. Students may not make deliberate attempts to disrupt any part of the computer system or destroy data by spreading computer viruses or by any other means.
- c. Students may not use the Internet to engage in any other illegal act.

2. Inappropriate Language

Restrictions against inappropriate language apply to all speech communicated through the Internet, including but not limited to public messages, private messages, and material posted on web pages.

- a. Students may not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Students may not post information that could cause damage or a danger or disruption.
- c. Students may not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. Students may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If students are told by a person to stop sending them messages, they must stop.
- e. Students may not knowingly or recklessly post false or defamatory information about a person or organization.

3. Plagiarism and Copyright Infringement

- a. Students may not plagiarize works that they find on the Internet. **(Plagiarism is taking the ideas or writings of others and presenting them as if they were original.)**
- b. Students must respect the rights of copyright owners in the use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when students inappropriately reproduce a work that is protected by a copyright. Copyright law can be very confusing. If students have questions, they should ask a teacher.



4. System Security

- a. The use of TMA's computer facilities to access any of the following types of websites without the prior written consent of a school administrator or the technology administrator is prohibited:
 - i. Any site displaying sexually explicit or pornographic content of any kind
 - ii. On-line games, including but not limited to gambling, fortune telling, lotteries, sweepstakes, and other games of chance
 - iii. Any site promoting violence, the use of controlled substance or other illegal activity
 - iv. Any site promoting a multi-level marketing, home based business or other money-making scheme, mass solicitations (known as "spam"), chain letters, or other similar communications
 - v. Any site promoting dating or internet piracy
- b. Students may not download or install any files, software, or programs unless authorized by a school administrator or the technology administrator.
- c. Excessive use of the Internet may raise a reasonable suspicion that students are using the system in violation of policy and regulations.

5. School Equipment

- a. Students may not steal, borrow, remove, or switch any lab equipment.
- b. Students may not vandalize, destroy, break, or deface any equipment or furniture located in or near the computer lab.

Rights and Expectations

1. Students should expect only limited privacy in the contents of personal files on the school server and records of online activity.
2. Student use of the Internet will be supervised and monitored. The school's monitoring of Internet usage may reveal activities students engage in using the Internet. Routine maintenance and monitoring may lead to discovery that students have violated this policy, the student disciplinary code, or the law. Individual user account searches will be conducted if there is reasonable suspicion that students have violated this policy or any other codes of conduct set forth by TMA. Investigations will be reasonable and related to the suspected violation.
3. Parents have the right to request to see the contents of their student's personal data files by submitting a written request.
4. The school will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school Internet service.

Limitation of Liability

TMA will not guarantee that the functions or services provided through the school Internet service will be without error. The school will not be responsible for any damage students may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The school is not responsible for the accuracy or quality of the information obtained through the Internet. The school will not be responsible for financial



obligations arising through the unauthorized use of the Internet. Parents can be held financially responsible for any harm that may result from intentional misuse of the Internet and/or school technology systems. Students may only use the Internet and Computer Lab if their parent(s) have signed an Internet Acceptable Use Policy.

STUDENT LAPTOP AGREEMENT

Students must read, understand and agree to abide by this policy before using the TMA Laptop. Abuse of this privilege will result in suspension of laptop privileges.

1. Laptops are available to TMA students for use within the classroom under adult supervision. No overnight use.
2. Laptops must be returned in the condition received.
3. Students should never save anything to the hard drive of the laptop, but should save all documents in their H:/ drive or removable drive.
4. The student to whom the laptop is checked out is responsible if the laptop is lost, stolen, or damaged. TMA recommends that you do not allow others to use your use your laptop or leave it unattended while in your care.
5. Please report non-working laptops and laptops with any objectionable material downloaded onto them. If available, another laptop will be checked out to any student reporting such problems.
6. Students must sign the Laptop card indicating their agreement with this policy. Use of the laptop in any way that violates other TMA rules, such as the noise policy, is considered a violation of this policy.

As well as the laptop use policy, students are expected to abide by the TMA Internet Usage Agreement and TMA Code of Conduct.

User Responsibilities

The following provisions describe conduct prohibited under these standards and guidelines:

1. Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources.
2. Attempting to access or accessing another's account, private files, or email without the owner's permission.
3. Misrepresenting oneself as another individual in electronic communication.
4. Installing, copying, distributing, or using software in violation of copyright and/or software agreements; applicable state and federal laws or the principles described in Using Software: A Guide to the Ethical and Legal Use of Software for Members of the Academic Community."



5. Using computing resources for commercial or profit-making purposes without written authorization from TMA.
6. Using computing resources to engage in conduct that interferes with other users' use of shared computer resources and/or the activities of other users.
7. Failing to adhere to individual departmental or unit lab and system policies, procedures, and protocols.
8. Allowing access to computer resources by unauthorized users.
9. Using computer resources for illegal activities.
10. Leaving laptop unattended.

Users are expected to:

Treat the computer with respect.

- ☐ Leave toolbars, background, and icons in standard format.
- ☐ Check hand hygiene before using the computer.
- ☐ Never put a pen, pencil or notebook on your keyboard.
- ☐ Do not push the screen backwards or back and forth.
- ☐ Do not have drinks, food, etc. around the laptop at anytime.
- ☐ When turning it on, do not hit keys, etc. Let it start up on its own. Be patient.

Be considerate of fellow users.

- ☐ Do **not** save files, etc. on the **C** drive of the laptop. Save to your **H:/** or **removable** drive only.
- ☐ Go **start>shutdown** when you are ready to put the laptop back into the cart.
- ☐ Never download, or install any software from the Internet on any of the laptops.

Follow appropriate operating procedures.

- ☐ Plug in the mouse before starting up your laptop. (external mouse)
- ☐ When you are done, shut down your laptop and close it only when you have a **black screen**.
- ☐ Once the log in is up on your screen, then type in your login name.
- ☐ When opening applications, let the application open up completely before opening the next.
- ☐ After your laptop has shutdown, gently disconnect the mouse while the laptop is still on your desk.

Safely move the computers.

- ☐ Never walk with your laptop open.
- ☐ When moving your laptop from one area of the classroom to another, close your laptop and count to 30 before moving. This allows the hard drive to go to sleep mode and the disk to shut itself down.
- ☐ When walking with the laptop, **always** hold it with both hands. Never use just one hand.



- ☐ When putting the laptop back into the cart double check that the power plug is connected before letting the next person put theirs away.
- ☐ Never lift your desk with a laptop on top. Always have a peer or friend hold it with both hands.

ACCEPTABLE USE AGREEMENT

ACCEPTANCE OF CONDITIONS

(*PRINT name of student*)

accepts the conditions, as outline in the Acceptable Use Agreement,
for provision of the Internet and school computers by

Thurgood Marshall Academy Public Charter High School
(*Name of school*)

Student's Signature

Date

Advisor's Signature

Date

Parent/Guardian's Signature

Date

